

**GREENWOOD CEMETERY ADVISORY BOARD
MEETING AGENDA
FRIDAY, MAY 4, 2018 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Linda Buchanan, Vice Chairperson

II. ROLL CALL

J. Cherilynn Mynsberge, City Clerk

III. APPROVAL OF MINUTES

A. Approval of meeting minutes of April 6, 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. Consideration of Proposed Payment Plan Policy for Cemetery Plots
- B. Discussion of Responses to Greenwood Cemetery Master Plan Request for Proposals (RFP)

VI. CONTRACTOR REPORT

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

VIII. BOARD COMMENTS

IX. ADJOURN

NEXT MEETING: JUNE 1, 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, APRIL 6, 2018 AT 8:30 AM
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

I. CALL TO ORDER

Darlene Gehringer, Chairperson, called the meeting to order at 8:30 AM.

II. ROLL CALL

PRESENT: Linda Buchanan
Kevin Desmond
Darlene Gehringer
Linda Peterson
Laura Schreiner
George Stern
Margaret Suter

ABSENT: None

ADMINISTRATION: City Clerk Mynsberge

III. APPROVAL OF MINUTES

A. APPROVAL OF MEETING MINUTES OF FEBRUARY 2, 2018

Mr. Stern requested that midway down the first page "interning" be changed to "interring" in both locations where the word is used.

MOTION: Motion by Buchanan, seconded by Suter,
To approve the minutes of the February 2, 2018 Greenwood Cemetery Board meeting.

VOTE: Yeas, 7
Nays, 0
Absent, 0

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. DISCUSSION OF RESPONSES TO GREENWOOD CEMETERY MASTER PLAN RFP

City Clerk Mynsberge reported:

- Both proposals are far over budget.
- City Clerk Mynsberge and City Manager Valentine reached out to both companies to request more information regarding operational analysis.
- Responses should arrive by next week.
- The GCAB may want to consider renaming the Plan as something regarding consulting instead of a Master Plan since the Master Plan RFP is not yielding the desired results.

Mr. Stern said that:

- Neither Johnson and Anderson (J&A) nor Fleis and Vanderbrink (F&V) seemed to understand what the GCAB was looking for. Mr. Stern continued with specific critiques of the J&A report including the report's indication that:
 - The GCAB was elected to their positions; and,
 - That the cemetery has little opportunity for columbarium memorials.
- The City may want to create a web-based portal for customers.
- Separating data collection from the Master Plan may reduce the price of the Master Plan.
- Eric Guthrie is a MI State demographer who may be able to help with the project.
- F&V's report included an illustration that Mr. Stern could not identify.

Mr. Stern will present his cemetery record findings at the May 2018 GCAB meeting.

B. DISCUSSION OF CITY ATTORNEY'S RESPONSE TO PROPOSED PAYMENT PLAN POLICY FOR CEMETERY PLOTS

City Clerk Mynsberge reported:

- City Attorney Currier said more clarification is needed regarding payment for multiple plots.
- She would suggest getting rid of the second sentence in paragraph three.
- Paragraph four should be expanded to explain how plots should be paid for and used if the buyer is using fewer plots than the number purchased as part of the payment plan.

Ms. Suter suggested the fourth paragraph be changed to read:

"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. 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. Monthly payments may continue on the other plots."

Ms. Schreiner suggested that "money so allocated will not be shifted" be added to the end of the paragraph.

Ms. Gehringer asked that:

- The word "contractor" be removed from the last paragraph.
- The City be paid its 75% of each payment up front, and proposed this language: "The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time of each payment, or upon the expiration date of the purchase agreement, whichever occurs first."

The GCAB was in consensus with the above language.

City Clerk Mynsberge said she would run the proposed language by City Attorney Currier and have the changes for the GCAB at the May 2018 meeting.

VI. CONTRACTOR REPORT

A. Fourth Quarter 2017 Financial Report

City Clerk Mynsberge reported:

- 11 plots were sold in the 4th Quarter, which added \$24,750 to the Perpetual Care Fund.
- The Perpetual Care Fund has \$105,750 to-date.
- Lots B & C has 169 plots sold. If 31 more plots are sold the GCAB must consult the Commission about potentially opening more plots.

The GCAB reached consensus on waiting to appear before the Commission until the last 31 plots were sold.

Mr. Stern said the Russell family purchased an area of 95 plots but has only marked out 38 plots for use.

Ms. Schreiner asked that 169 be bolded in the Financial Report.

City Clerk Mynsberge agreed to tell the Contractor that the GCAB is proposing a change to 24 months per Chairperson Gehringer.

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

There were no comments.

VIII. BOARD COMMENTS

Mr. Stern commented that:

- In at least three different instances, the Contractor sold plots which were already occupied.
- There are unnumbered deeds.
- There is at least one plot that could not be located and numbered.
- Sections 1-17 of C may actually be in Section B. The Contractor has been selling plots in Section C which may actually be in B.

City Clerk Mynsberge confirmed that:

- The contractor did not make up their own numbering system.
- The City Clerk's office is working with Elmwood to resolve discrepancies.
- The appearance of occupied plots being re-sold were clerical errors.

Ms. Schreiner asked for examples of Mr. Stern's concerns to be brought to the May meeting.

Mr. Stern then entered the following into the record:

"I have two comments on Mr. Desmond's correspondence to the Board entered into the minutes of the Meeting of February 2, 2018.

First, whether the fee charged by the contractor to purchase a burial site as an interment fee is comparable to other cemeteries in the local market does not contradict my assertion that the contractor is making an exorbitant profit? (*sic*) I am involved in the supervision of five cemeteries in the local market and am well aware of the costs. In a like vein, whether A.J. Desmond & Sons charges more or less than other funeral homes in the local market is not dispositive as to its profitability.

Second, I disagree that "Our Board is also not in a position to question the operating costs incurred by the contractor..." That is exactly what "our" Board is charged to do. Article 1, Sec. 34-30 (h) of the Birmingham, MI Code of Ordinances states: "The Greenwood Cemetery advisory board shall ... advise the city commission in writing on all matters necessary and proper to the operation of Greenwood Cemetery and any of its activities or properties". If Mr. Desmond is unable or unwilling to perform this duty, he should resign."

Ms. Schreiner said:

- The GCAB is charged with how the contractor services the Board, the community, and the value the community is getting for the money, not raising questions about how the contractor's business is run internally.
- This was the distinction Mr. Desmond, who has served honorably on the board for many years, was making at the last board meeting.
- Mr. Stern's attack on Mr. Desmond asking Mr. Desmond to resign was upsetting.

Mr. Desmond suggested Mr. Stern consider his own behavior and actions before requesting another board member's resignation.

Chairperson Gehring stated the board should consider the air cleared.

Ms. Peterson asked for the date of the upcoming re-appointments.

City Clerk Mynsberge said she would confirm and bring the information to the next meeting.

IX. ADJOURN

The meeting was adjourned at 9:11 am.



MEMORANDUM

City Clerk's Office

DATE: May 1, 2018
TO: Greenwood Cemetery Advisory Board
FROM: J. Cherilynn Mynsberge, City Clerk
SUBJECT: Proposed Payment Plan Policy for Cemetery Plots

At the Board's meeting on April 6, 2018 the City Attorney's concerns regarding the draft Payment Plan Policy were discussed, and the Board adopted several modifications.

Attached are both a red-lined and clean version of the changes as approved by the Board on April 6. Also attached is a excerpt of the minutes from that meeting chronicling the discussion.

If the Board is in agreement that the revised Payment Plan Policy revision accurately reflects the amendments made on April 6, 2018, a resolution to recommend to the City Commission adoption of the proposed Payment Plan Policy would be in order.

ATTACHMENTS:

Red-lined version of policy as revised on 4/6/2018

Clean version of policy as revised on 4/6/2018

Excerpt of draft minutes from 4/6/2018 GCAB meeting

Background material on Payment Plan Policy evolution submitted to GCAB at 4/6/2018 meeting

SUGGESTED RESOLUTION:

To recommend to the Birmingham City Commission the approval of an amendment to the Operational Procedures, Conditions and Regulations for the Greenwood Cemetery to add Section IX. LOT SALES - PAYMENT PLAN POLICY 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 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. 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. Monthly payments may continue on the other plots. Money so allocated will not be shifted

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 of each payment, or upon the expiration date of the purchase agreement, whichever occurs first.

And further to renumber the subsequent three paragraphs accordingly:

- X. LOT RESALE POLICY
- XI. SCHEDULE OF FEES AND CHARGES
- XII. REVISIONS

IX. LOT SALES - PAYMENT PLAN POLICY

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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. 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. Monthly payments may continue on the other plots. ~~included in the purchase agreement for the term of the agreement. Money so allocated will not be shifted~~

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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~~ at the time of each payment, or upon the expiration date of the purchase agreement, whichever occurs first.

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

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MEMORANDUM

City Clerk's Office

DATE: May 1, 2018

TO: Greenwood Cemetery Advisory Board

FROM: J. Cherilynn Mynsberge, City Clerk

SUBJECT: Update on Master Plan Process

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 attached.



March 19, 2018

Timothy W. Weir, P.S., Principal
Johnson & Anderson, Inc.
4494 Elizabeth Lake Road
Waterford, MI 48328

RE: Request for Clarification on Greenwood Cemetery Master Plan Proposal

Mr. Weir:


From your proposal it is unclear how Johnson & Anderson's experience is directly relevant to the Scope of Work on pages 4-5 of the *Request for Proposals for Greenwood Cemetery Master Plan*. While the skill sets indicated in Johnson & Anderson's cemetery projects is impressive, the firm's experience appears predominantly to be in the area of GIS mapping.

Operational assessment is the primary focus of the Greenwood Cemetery master plan project. The aim of Item 3 under Scope of Work is for the contractor to conduct a thorough analysis of the Cemetery's current structure, management, procedures, policies, and practices, as well as opportunities for optimizing, within the site's current footprint, space for interments. The City envisions a study along the lines of a SWOT analysis, identifying internal strengths and weaknesses, as well as external opportunities and threats, with the contractor providing recommendations to maximize the Cemetery's strong points and to address its vulnerabilities.

Item 4 of the Scope of Work is not meant to infer the Cemetery is planning a large scale expansion or major construction. Greenwood Cemetery occupies a small, 7.9 acre parcel which is largely built out, and requires planning to maintain or improve current infrastructure, to provide as much interment space as possible within the current site, and to preserve and enhance the Cemetery's historic aspects and park-like setting.

Please provide additional detail on Johnson & Anderson's experience as it correlates to the objectives of the Scope of Work as explained above.

Best regards,



J. Cherilynn Mynsberge, City Clerk



March 26, 2018

J. Cherilynn Mynsberge
City Clerk
City of Birmingham
P.O. Box 3001
151 Martin Street
Birmingham, Michigan 48012-1802

**Re: Response to Request for Clarification
Greenwood Cemetery Master Plan Proposal**

Dear Ms. Mynsberge:

Johnson & Anderson, Inc. (J&A) is in receipt of your March 19, 2018 letter, asking for clarification on how our outlined experience in the RFP is relevant to the scope identified in the RFP. We appreciate the opportunity to provide additional information on our experience and expertise.

J&A is a full service engineering firm that has completed numerous municipal master plans for infrastructure, as well as various cemetery projects including: site development; surveying layout; incorporation of cemetery plots into a Geographic Information System (GIS) and the development of Computer Maintenance Management Systems (CMMS) to schedule work and to track labor, equipment, and material operational costs; and the development of public web based portal applications for citizens and others to locate loved ones or friends.

Our Principal In Charge of this project, Terry Biederman, is a former Public Works Director for the Charter Township of Waterford, where he oversaw five (5) Township-owned cemeteries and reviewed cemetery rules and regulations, provided gravestone and cemetery maintenance, utilized CMMS to track labor, equipment, and operational costs, and developed capital improvement plans for the ongoing cemetery operations. Our Project Managers have over 20 years of combined experience in public engagement and environmental and urban planning.

Our understanding of the RFP was that the City was looking for a strategic master plan as outlined in the RFP. One instructive paragraph from the RFP reads as follows:

“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, and presents an action plan to implement priority options for short-, mid-, and long-term time frames. The

March 26, 2018
Ms. J. Cherilynn Mynsberge, City Clerk
Response for Clarification
Greenwood Cemetery Master Plan Proposal

completed master plan should represent the cultural and historic character of the City of Birmingham.”

To provide additional information related to your March 19 letter regarding the outlined Scope of Services, we offer the following:

Item 1 Attendance at meetings - We conduct and attend numerous public and City Council meetings during the development of municipal projects. We do not view Cemetery Advisory Board or City Commission meetings as anything that we don't already proudly provide to our community clients. We envision these meetings with the City of Birmingham would be related to gathering and disseminating cemetery background information and gathering Board/Commission/Public input for improvement, site constraints, development of headstone/foundation and grave repair and maintenance strategies, identification of additional burial space including columbaria and scatter grounds, site security, and the development of electronic cemetery records in a GIS including development of a public web based cemetery portal to outline the best Cemetery Master Plan for the City. We are very flexible with the number of meetings that the City feels necessary and that the process ultimately flushes out as to the number of meetings needed.

Item 2 Community Engagement Plan - We view this task as part of any master planning type of engagement and we would work very closely with the Cemetery Advisory Board, City Commission, staff, and other stakeholders to develop a strong innovative relationship to create the master plan. The engagement plan to develop this we would utilize social media as well as the City's website and other mediums to make announcements related to meetings and to gather comments and feedback to create a project dialogue.

Item 3 Review and Analysis of Current Practices in Relation to Best Practices - Item a: We have extensive experience analyzing maps and internment records as outlined in our submittal. Item b: As stated earlier, our Principal In Charge for this project, Terry Biederman, was the Public Works Director for Waterford Township and managed 5 Township cemeteries and performed several operational procedures, condition and regulation reviews, and updates including: burial and other operational cost analysis such as the development of a Perpetual Care Fund on the sale of all new graves to provide long term revenue to help sustain required care and maintenance of the cemetery with minimal burden on the General Fund. Item c: Related to Item b, except the review includes the external services contract, costs, and service issues for the City to identify strengths, weaknesses, and operational gaps. We perform contract development and review as part of many of our projects. Item d: This would include information gathered from Item a, b, and c of Item 3 and Item 1 as outlined above. Item e: This would also include information from Item 1, Item 2, and all of Item 3 to develop. In the end, it would depend on what the Cemetery Advisory Board, City Commission, public, and stakeholders believed was in the best interest for the cemetery in the long term.

Item 4 Planning for Infrastructure, Features and Landscape - We believe the RFP submittal outlines some of our capabilities in this regard including that we are completing the construction management of a cemetery columbarium project that was analyzed to

March 26, 2018
Ms. J. Cherilynn Mynsberge, City Clerk
Response for Clarification
Greenwood Cemetery Master Plan Proposal

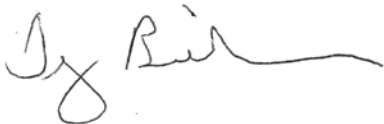
optimize space and public access for Independence Township. Also, having completed numerous infrastructure master plans that have many of the same common elements of a cemetery master plan (a cemetery is really similar to a little city), J&A has the capability to successfully meet this requirement.

Item 5 Plan preparation - The plan preparation is the integration of all of the planning components and is part of all the master plans that we complete. In addition to the cemetery examples we included in the RFP, we have attached a diverse range of planning projects that we have completed for various clients. This basic skill set is what would be utilized to complete the cemetery master plan.

Item 6 Finalization and Adoption - As part of all of our master planning projects, J&A project staff have extensive experience in the development and presentation of the final project product. In addition to our master planning experience, J&A has developed numerous feasibility studies and reports for communities across the state.

In summary, we believe that our firm's experience in the development of many different kinds of master plans and studies as well as our extensive cemetery related projects provides the necessary skills and experience to complete this important project for the City. We are also open to discussing project scope modifications and streamlining of the outlined RFP process to help the City in any we can.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Biederman", with a long horizontal flourish extending to the right.

Terry E. Biederman, P.E.
Principal
(248) 681-7800
tbiederman@ja-engr.com

RELATED EXPERIENCE

INDEPENDENCE TOWNSHIP INFORMATION TECHNOLOGY REVIEW AND ASSESSMENT

Johnson & Anderson, Inc. was retained by the Independence Township to review and assess the Township's current Information Technology (IT) hardware and software infrastructure, use,

Client: Independence Township

Schedule: 2015

Project Engineer: Terry Biederman, P.E.

Client: Independence Township

Contact: David McKee
DPW Director
(248) 625-8222

staffing and to provide a summary and guidance document to identify, leverage and ensure compatibility of future IT investments and implementations to achieve a robust Enterprise Wide Township IT platform.

The Township recognized that to meet stakeholders growing service expectations, they needed to review and assess their current IT hardware and software infrastructure, use, and technical staffing to develop a flexible IT

technology plan that would serve as a blueprint to standardize Township computer hardware, software and business applications.

J&A reviewed and cataloged a draft inventory (provided by the Township) of existing computer hardware and peripherals, software, telecommunications services, and equipment and information flow and departmental integration for the Clerk, Building, Planning and Zoning, Assessing, Parks and Recreation, Independence Television, Supervisor, Treasurer, Department of Public Works, and Fire Departments.

J&A prepared a Departmental Requirements Survey for distribution and completion by designated staff in the Clerk, Building, Planning and Zoning, Assessing, Parks and Recreation, Independence Television, Supervisor, Treasurer, DPW and Fire Departments. Survey elements included:

1. Data and database requirements
2. Existing financial system application and use
3. Computer server/storage requirements
4. Existing network performance and limitations
5. Major departmental hardware, peripherals, software applications and their coordination with other departments
6. GIS and user use in day to day operations
7. Document management and user use in day to day operations
8. Typical use of the Township's IT services provider for information technology support
9. Short and long term departmental computer hardware, networking and application goals and objectives
10. Staff training needs
11. Technical staffing needs

RELATED EXPERIENCE

J&A reviewed and compiled survey results and coordinate with designated Township staff to schedule and conduct onsite Clerk, Building, Planning and Zoning, Assessing, Parks and Recreation, Independence Television, Supervisor, Treasurer, DPW and Fire Department follow-up interviews, as necessary, to ensure departmental respondents had an opportunity to clarify responses and ask questions.

J&A also summarized and outlined future strategies regarding the Township's use of Oakland County's Geographic Information System (GIS) mapping services and their Collaborative Asset Management System (CAMS) program. J&A also reviewed services provided by the current IT services provider and outlined the current Township IT organizational structure and identified gaps in the services provided and recommended if additional training or technical staff were needed to support departments.

J&A summarized the findings and prepared an information technology guidance and vision planning document to help ensure current and future information technology investments will be based on and leverages open architecture platforms that are able to integrate with existing and planned departmental implementations including GIS, CMMS, Financial and Document Management.

Advancing to an Integrated Architecture



RELATED EXPERIENCE

LAKETON TOWNSHIP HORTON PARK IMPROVEMENTS

Laketon Township, located in Muskegon County, has recently been awarded \$300,000 for their Horton Park Improvements Project, through the Michigan Department of Natural Resources (MDNR) Trust Fund Grant.

Location:	Horton Park Laketon Township
Construction Date:	2018
Grant Award:	\$300,000
Client:	Laketon Township
Contact:	Ms. Kim Arter (231) 744-2454

Development at Horton Park, on the shores of Bear Lake, includes: construction of an ADA accessible kayak launch, playground and walkways, covered pavilion, and parking to accommodate both personal vehicles and vehicles with boat trailers, boat launch area improvements, and installation of additional lighting for safety and security.

J&A performed the grant writing for the application submitted in March 2016. J&A has finalized engineering/permitting, with construction currently underway. This is the second MDNR Trust Fund Grant awarded to the Township in the last 4 years.



Existing playground area



Existing boat launch/ramp, facing west

RELATED EXPERIENCE

CITY OF ROCHESTER SAW GRANT APPLICATION & IMPLEMENTATION

Johnson & Anderson was contracted by the City of Rochester to prepare a Stormwater, Asset Management, and Wastewater (SAW) Grant Application for the preparation of asset management

Location:	City of Rochester, Michigan
Date:	2013 - 2017
Engineering Cost:	\$341,000
Grant Amount:	\$920,293
Client:	City of Rochester
Contact:	Ms. Shannon Filarecki, P.E. Public Works Director (248) 651-5165

plans for the sanitary and storm sewer systems and pumping stations within the City. J&A partnered with Anderson, Eckstein, and Westrick, Inc. (AEW) for the storm sewer investigation portion of the project. The SAW Grant application addressed the development of an analysis and planning methodology for the City of Rochester to obtain a functional work order system and sustainable approved asset management program with the Michigan Department of Environmental Quality

(MDEQ). The Wastewater Asset Management Plan (WWAMP) portion of the grant application consisted of:

- Geographical Information System (GIS) Updates;
- Computerized Maintenance Management System (CMMS) Development;
- Cleaning and televising of sanitary sewers 20-40 years old not covered by S2 funds;
- Wastewater Pumping Stations inventory and assessment;
- Building GIS maps of the City's sanitary sewer system;
- CMMS integration of wastewater assets;
- Hydraulic assessment of wastewater systems;
- Fats, Oil, and Grease (FOG) Program evaluation;
- Wastewater Asset Management Funding Structure; and
- WWAMP development.

The Michigan Department of Environmental Quality notified the City of Rochester of the Grant Application Award in March of 2014.

J&A was contracted by the City of Rochester for engineering services related to implementing the SAW Grant for sanitary sewers and pumping stations within the City's sanitary sewage collection system. This project was completed in October 2017. J&A inventoried and inspected sanitary manholes in the City system and documented existing conditions using the National Association of Sewer Service Companies (NASSCO) guidelines. An inspection report and asset photographs were recorded for each manhole. J&A also located existing manholes and pumping stations using Global Positioning System (GPS) to establish State Plane Coordinates (northing, easting, and elevation). All manhole inspection reports, photographs, and GPS data were incorporated into GIS software.

RELATED EXPERIENCE



The City and J&A purchased, installed, and configured GIS, Cityworks, and Microsoft SQL Server Software to meet City specifications and requirements.

Sewer main cleaning and closed circuit television video (CCTV) began in February 2015. An investigation report was prepared including repair strategies and prioritization of repairs with cost estimates. A manhole investigation summary report was also prepared compiling the data collected during the manhole inspections and included repair

strategies, prioritization of repairs, and cost estimates.

A Sanitary Sewer Network was created that included all sewer manholes and sanitary piping in the GIS system using historical information as well as information gathered during the project. Compiling all data collected concerning every part of the City Sanitary Sewer System, J&A created an Asset Management Plan, addressing deficiencies in the system and areas of concern. The report recommended repair strategies and prioritization of repairs with a suggested implementation schedule. Based on the system needs, a Funding Support System was created by reviewing the existing sanitary sewer rate structure and its ability to support the Asset Management Plan. If needed, recommendations will be made for a viable rate structure in the future in order to meet the plan requirements.



RELATED EXPERIENCE

WEST BLOOMFIELD TOWNSHIP EECBG ENERGY UPGRADES

Johnson & Anderson was contracted by West Bloomfield Township to assist with the implementation of energy improvements that were implemented at numerous facilities throughout the Township.

Location:	West Bloomfield Township Oakland County, Michigan
Construction Date/Cost:	Not Applicable
Client:	West Bloomfield Township Development Services Department
Contact:	Mr. Marshall Labadie, Director (248) 451-4785

The Charter Township of West Bloomfield (CTWB) applied for and was awarded a grant under the EECBG portion of the American Recovery and Reinvestment Act (ARRA). CTWB has allocated funding from this grant for various energy efficiency and weatherization measures at seven (7) township owned facilities. In addition to the listing, CTWB also has allocated additional supplemental funding from their budget to fund some energy efficiency and update

projects at Township buildings. The project is as follows:

Implementation of the following projects at various facilities:

- High Efficiency Fluorescent Lighting Systems
- High/Low Bay Lighting Fixtures
- Occupancy Sensors
- Skylight Caulking and Tinting
- Caulking and Weather Stripping and Sealing

Township Hall – (Possible Supplemental Funding Available)

- Building Evaluation and recommendation of energy reduction measures along with associated probable construction cost
- Replacement of existing Bryan Flextube boiler
- Replacement of AC#1 serving the Meeting Chambers
- Replacement of two (2) Trane split units (AC#2 and AC#3) serving the 2nd Floor
- Replacement of RTU-1 unit serving the 1st Floor
- Replacement of gas fired unit heater with radiant tube heaters in shipping/receiving area
- Replacement of existing pneumatic controls with DDC controls
- Replacement of the existing Liebert unit in the Computer Room/Data Center with two (2) units. The replacement must be designed so that the Computer Room/Data Center can stay in service throughout implementation.

Police Station – (Possible Supplemental Funding Available)

- Replacement of gas fired unit heaters with radiant tube heaters in vehicle maintenance garage

RELATED EXPERIENCE

- Gun Range Evaluation including:
 - Replacement of Hastings roof top unit serving the Gun Range
 - Revisions to the air distribution in the Gun Range

Water & Sewer Building

- Replacement of three (3) York down flow furnaces with high efficiency furnaces
- Installation of radiant tube heaters in the Garage Area
- Revisions and additions to address the Make Up Air deficiencies/requirements

Fire Station #1

- Replacement of unit heaters with radiant tube heaters in the Apparatus Room
- Replacement of required furnaces with high efficiency furnaces

Fire Station #2

- Replacement of unit heaters with radiant tube heaters in the Apparatus Room
- Replacement of the existing boiler with a high efficiency boiler

Fire Station #3

- Replacement of existing unit heaters in the Apparatus Room (due to wood structure, radiant tube heaters may not be appropriate for this application)
- Replacement of required furnaces with high efficiency furnaces
- Adjustments to provide additional supply air into the Bathroom
- Replacement of Apparatus Room Vehicle Doors including safety measures (by J&A)

Fire Station #4

- Replacement of unit heaters with radiant tube heaters in the Apparatus Room
- Replacement of the existing boiler in the basement with a high efficiency boiler

RELATED EXPERIENCE

WEST BLOOMFIELD TOWNSHIP 20 YEAR WATER SYSTEM MASTER PLAN & 20 YEAR SANITARY SEWER SYSTEM MASTER PLAN

Johnson & Anderson was contracted by the West Bloomfield Township Water & Sewer Utilities Department to prepare a 20 Year Water System Master Plan and Reliability Study and a 20 Year Sanitary Sewer System Master Plan.

Location:	West Bloomfield Township Oakland County, Michigan
Date:	2015
Project Cost:	\$155,000
Client:	West Bloomfield Township Water & Sewer Utilities Department
Contact:	Mr. Edwin Haapala, Director (248) 451-4785

An existing water distribution system *InfoWATER* computer model developed and calibrated to flows and pressures by J&A, under a separate contract, was updated and calibrated to system wide pressures. The model was used to develop pressure contour maps for existing and future demand scenarios as required by the *Michigan Safe Drinking Water Act, Part. 16. General Plans*, to allow the Township to meet the Michigan

Department of Environmental Quality requirement of submitting a Water System Reliability Study every five years. Existing and future system deficiencies were compiled based on model results and recommended system improvements with cost estimates were developed. A Capital Improvement Program was developed with input from Water & Sewer Utilities Department staff and included in the Master Plan and Reliability Study. Proposed system expansions were developed with input from Township staff and estimated costs for the expansions were also included in the Plan and Study.

The Township's sanitary sewer system is comprised of two separate distinct systems. The Clinton-Oakland Sanitary Disposal System serves approximately the northwestern third of the Township and the Evergreen-Farmington Sanitary Disposal System serves approximately the southeastern two-thirds of the Township. Three existing sanitary sewer collection system *InfoSWMM* computer models developed by J&A, under a separate contract, were updated and re-calibrated for the Master Plan. Model results were presented and unserved areas of the Township were mapped. Proposed system expansion methods to serve unsewered areas were developed along with cost estimates. Cost estimates were also developed for the lining of deteriorating vitrified clay sewers and included in the Master Plan. A recommended Capital Improvement Program was also developed and included.

Part of both Capital Improvement Programs included items that would benefit both the water and sanitary sewer systems, including improvements at the Water & Sewer Utilities Department building, SCADA system improvements, computer upgrades, software upgrades, and staff training. The costs for the overlapping items were assigned proportionally to the systems based on how much each system would benefit from the implementation of the particular item.



March 19, 2018

Gary Bartow, Principal-in-Charge
Fleis & Vandenbrink
27725 Stansbury Blvd., Suite 195
Farmington Hills, MI 48334

RE: Request for Clarification on Greenwood Cemetery Master Plan Proposal

Mr. Bartow:

From your proposal it is unclear how Fleis & Vandenbrink's experience is directly relevant to the Scope of Work on pages 4-5 of the *Request for Proposals for Greenwood Cemetery Master Plan*. While the skill sets indicated in Fleis & Vandenbrink's cemetery projects is impressive, the firm's experience appears predominantly to be in the area of design for construction and expansion of cemeteries.

Operational assessment is the primary focus of the Greenwood Cemetery master plan project. The aim of Item 3 under Scope of Work is for the contractor to conduct a thorough analysis of the Cemetery's current structure, management, procedures, policies, and practices, as well as opportunities for optimizing, within the site's current footprint, space for interments. The City envisions a study along the lines of a SWOT analysis, identifying internal strengths and weaknesses, as well as external opportunities and threats, with the contractor providing recommendations to maximize the Cemetery's strong points and to address its vulnerabilities.

Item 4 of the Scope of Work is not meant to infer the Cemetery is planning a large scale expansion or major construction. Greenwood Cemetery occupies a small, 7.9 acre parcel which is largely built out, and requires planning to maintain or improve current infrastructure, to provide as much interment space as possible within the current site, and to preserve and enhance the Cemetery's historic aspects and park-like setting.

Please provide additional detail on Fleis & Vandenbrink's experience as it correlates to the objectives of the Scope of Work as explained above.

Best regards,


J. Cherilynn Mynsberge, City Clerk

c: Jennifer Chehab, PE, Senior Project Engineer



April 17, 2018

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

RE: Greenwood Cemetery Master Plan Proposal Clarification

Dear Ms. Mynsberge:

Thank you for reaching out and allowing us to provide additional clarification to the proposal for the Greenwood Cemetery Master Plan, previously submitted. As requested, we have provided further clarification of the tasks listed in your letter to assist the Cemetery Advisory Board with a decision at their next meeting.

CLARIFICATION OF ITEM 3

We understand that operational assessment is the primary focus of this project. As such, we have outlined tasks related to this work in the Statement of Understanding/ Scope/ Schedule section of our proposal; both in the table (Review and Analysis of Current Practices) and in the write-up which follows, under Master Plan Development.

In the referenced section, we have also outlined that at the Project Kick-off Meeting, we would perform a detailed review of the scope and deliverables with the Cemetery Advisory Board, after which we would revisit the project budget to assure that it is consistent with the Board's expected project deliverables.

CLARIFICATION OF ITEM 4

We further understand that the nature of Greenwood Cemetery master planning will be to optimize use and interment space within the existing 7.9-acre footprint while maintaining the historic character of the cemetery and a park-like atmosphere. For that reason, we included our experience related to columbarium, reflection space, and scatter gardens. While intended to be helpful in showing the diverse variety of our experience with cemetery projects; we acknowledge that the sample projects and the section titled Additional Services (As Needed, Not Included) may have lead you to believe that our strength lies primarily in the area of design and construction of cemetery expansions.

To assure you that our team's strengths in Cemetery Planning covers the full scope of services outlined in your request, we have attached our Project Manager, Ken Groya's resume including a sampling of his project experience.

Ken was director of cemeteries for the Catholic Diocese of Saginaw for over 13 years; serving on the Michigan Cemetery Association Board for 12 years; 2 which he served as the president.

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

As Director of Cemeteries, Ken managed the operations of nine cemeteries, four offices, 30 employees, a \$1.4 million annual budget and over 1,000 interments per year, performing the following tasks:

- Performed operational analyses of each facility
- Established annual sales budgets
- Rewrote cemetery rules and regulations
- Established guidelines for replacement markers, monuments and ground cremations
- Established cemetery pricing fees
- Planned and oversaw all development concepts, design and construction activities for
 - mausoleum additions
 - construction of a new mausoleum with columbaria
 - many roadway resurfacings and reconstruction projects throughout the Diocese

Ken will use this experience to perform all tasks related to the operational analysis, as well as lead our team to successful delivery of the desired Greenwood Cemetery Master Plan.

We look forward to assisting the City with master planning their vision!

Sincerely,

FLEIS & VANDENBRINK



Gary Bartow, PE
Principal-in-Charge



Jennifer Chehab, PE
Client Representative

KEN GROYA

Project Manager



4812 Cherokee Road
Saginaw, Michigan 48604
989.751.0818



Michigan Cemetery Association - Board member
for 12 years, President for 2 years.
Catholic Cemetery Association

WORK EXPERIENCE

1999 – 2012 Director of Cemeteries, Catholic Diocese of Saginaw

- Managed Operations of 9 Cemeteries with 4 offices, including:
 - Bay City
 - Old St. Patrick
 - New St. Patrick
 - St. Stanislaus
 - Saginaw
 - St. Andrew
 - Mt. Olivet
 - Calvary
 - Linwood
 - St. Anne
 - Kawkawlin
 - Calvary
 - Midland
 - Old Calvary
 - New Calvary
- 4 office managers, 7 Family Service Counselors, 1 Superintendent, 9 grounds, 8 seasonal workers, and 1 Quality Assurance person
- Annual budget of \$1.4 million dollars
- 1,000 internments per year
- Performed operational analyses and capital improvement planning
- Oversaw total design and completion of:
 - 2 mausoleum additions: St. Andrew and St. Patrick Cemeteries
 - 1 complete mausoleum with columbaria included: Calvary Midland
 - 15 columbaria placed (5 with features place on top)
 - 5,100 burial spaces added (total of 6 sections) in 2 cemeteries
- Field Stone Reconstructed: Stations of the Cross – Mt. Olivet Cemetery
- Replaced and resurfaced roadways within cemeteries
- Rewrote cemetery rules and regulations
- Established guidelines for placement of markers, monuments, ground cremations
- Established pricing for graves, crypts, niches, markers/monuments, vaults, and misc. merchandise
- Worked with Family Service Counselors, establish annual sales budgets
- Responsible for purchasing of all grounds related equipment; backhoes, trucks, and mowers

1969 - 1999 Food Brokerage business

Retail salesperson to Corporate VP responsible for sales, budgeting, marketing, and hiring

New St. Patrick – Bay City: Columbarium



Old St. Patrick – Bay City: Maintained Park-like Setting



Calvary – Kawkawlin Mausoleum Addition



St. Anne - Linwood



Mt. Olivet Cemetery - Saginaw



Calvary - Saginaw



St. Andrew - Saginaw



Calvary - Midland

