



Parks and Recreation Department Cemetery Master Plan Request for Proposals Process

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City of Austin Municipal Cemeteries



Cemetery	Address	Date Established
Oakwood Cemetery	1601 Navasota St.	1839
Oakwood Cemetery Annex	1600 Comal Dr.	1914
Evergreen Cemetery	3304 East 12th St.	1928
Austin Memorial Park	2800 Hancock Dr.	1927
Plummers Cemetery	1204 Springdale Rd.	c. 1898



Cemetery Master Plan Purpose



The Cemetery Master Plan is a roadmap or blueprint for the future.

The plan will provide a historic context for the cemeteries, examine the multitude of issues that cemeteries face, establish goals for the future and outline a plan for achieving the goals.



Components of the Master Plan

- Historic context and identification of significant features
- Conditions assessment
- Site analysis, including topography, land use, circulation, vegetation, infrastructure
- Preservation policy recommendations
- Recommendations for new facilities, fencing, monuments
- Analysis of funding model
- Implementation guide
- Comprehensive tree survey



Timeline and Process

- 1991—Outside company contracted to manage all aspects of cemetery operations
- Early 2012—PARB Cemetery Working Group meets with community to identify concerns with cemetery stewardship
- April 1, 2013—PARD assumes management of municipal cemeteries
- Existing conditions include deteriorated buildings and monuments; dead and dying trees; poor road conditions; accessibility issues.





Timeline and Process for Development of Request for Proposal

- June, 2013—PARD holds 4 stakeholder meetings about master plan process and solicits input from community about cemetery needs and goals
- August, 2013—*Draft* Scope of Work posted and 2 stakeholder meetings held for additional feedback
- September, 2013—Request for Proposals issued
- November, 2013—Evaluation team scores proposals and identifies recommended firm



Timeline for Cemetery Master Plan procurement process



- February 10, 2014—Action item recommended by Land, Facilities and Programs Committee
- February 25, 2014—Present recommendation to Parks and Recreation Board
- February 27, 2014—Request for Council Action to negotiate, execute, and award contract with Amaterra Environmental, Inc. to develop Cemetery Master Plan



Next steps



- March, 2014—Consultant team begins planning process; process will include robust stakeholder process
- 2014—Implementation of CIP projects including road and irrigation improvements, restoration of Oakwood Chapel and conceptual plans for Austin Memorial Park office
- Early, 2015—Completion of Cemetery Master Plan.

