

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	29497	Agenda Number	20.
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Meeting Date:	February 27, 2014
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Department:	Purchasing
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Subject

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

Amount and Source of Funding

Funding in the amount of \$129,457 is available in the Fiscal Year 2013-2014 Capital Budget of the Parks and Recreation Department for the Master Plan consulting. Funding in the amount of \$15,000 is available in the Fiscal Year 2013-2014 Operating Budget of the Parks and Recreation Department, Forestry Unit and funding in the amount of \$63,191 is available in the 2013-2014 Urban Forest Replenishment Special Revenue Fund of the Planning and Development Review Department, City Arborist Program, for the tree survey.

Fiscal Note

A fiscal note is attached.

Purchasing Language:	Best evaluated proposal.
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Prior Council Action:	
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For More Information:	Terry Nicholson, Sr. Buyer Specialist, 512-974-2995
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Boards and Commission Action:	February 25, 2014 - To be reviewed by the Parks and Recreation Board.
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Related Items:	
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MBE / WBE:	This contract will be awarded in compliance with City Code Chapter 2-9C (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.
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Additional Backup Information

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

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

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

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

MBE/WBE solicited: 3/5

MBE/WBE bid: 0/1

PRICE ANALYSIS

- a. Adequate competition.
- b. Thirty Six notices were sent including 3 MBEs and 5 WBEs. Two proposals were received including zero MBEs and one WBE.
- c. This is the first purchase of its type; therefore, there is no pricing history available.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal.
- b. The Purchasing Office concurs with the Parks and Recreation Department's recommended award.
- c. Advertised in the Austin American Statesman and on the Internet.