



MEMORANDUM

To: Mayor and City Council

From: Brad Reid, Parks and Recreation Director

Date: September 13, 2016

Reference: Consider approval of a professional services agreement with Tim Hansen, ASLA, Landscape Architect/Prime Consultant, in the amount of \$98,780.00 as budgeted, to prepare a comprehensive Rolling Oaks Memorial Center cemetery conceptual Master Plan and Phase II expansion plan; and authorizing the City manager to sign all necessary documents.

2030: Community Wellness and Enrichment: Excellent and Well-Maintained City Infrastructure and Facilities.

Introduction:

The City of Coppel completed the Feasibility Study for a Municipal Cemetery in November of 2004 prepared by L. F. Sloane Consulting Group, Inc., in conjunction with J. Stuart Todd Architects, Inc. The study included a conceptual schematic of what the entire 32.2 acre site could look like once it was fully developed. This master plan placed all of the potential future building structures and burial features on the east side of the site which is not conducive to a Phase II or partial expansion of the remaining undeveloped acreage. Therefore, it was recommended that the entire site be reevaluated for the purpose of presenting a new conceptual master plan and a Phase II expansion that will consider future expansions, amenities and the appearance of the entire cemetery once it is completely developed.

The City of Coppel Purchasing Department advertised a Request for Proposals for the Rolling Oaks Memorial Center Expansion Plan in May of 2016. On Tuesday, June 7, 2016 the City received two (2) proposals for RFP No. 0139, they included the following consultants:

- La Terra Studio
- Tim Hansen, ASLA

The Parks and Recreation Department utilized an assessment panel of division managers, Assistant Directors and the Director to interview and assess the qualifications and experience of the consultants. Tim Hansen is the Consultant recommended for the ROMC Expansion Plan based on the following criteria:

- Project Approach
- Project Team
- Past Experience and Client References
- Project Schedule
- Presentation and proposal

This plan will include:

Evaluating the original master plan and developing an expansion strategy that will easily transition into a future expansion phase

- Preparing Phase II expansion concepts with additional burial options and features for Council consideration
- Upgrading, enhancing and adding features to the Phase I developed gardens
- Evaluating the office arrangement (currently located in the columbarium)
- Reviewing the current cemetery rules and procedures to measure compliance issues related to grave ornamentation, site furnishings, etc.

Analysis:

The current capacity of the developed property is 3,937 adult single depth burials, 268 infant spaces and 485 niches for a total phase one capacity of approximately 4,700 (double depth burials were approved as an option in 2015). Fifty two percent of the total available burial rights is sold to date. The average number of spaces sold in 2014 and 2015 is 717. If this trend continues the remaining 2440 burial rights would be sold in approximately 3 years. However, the sold properties and niches have been what families have considered the most desirable property options that the Rolling Oaks Memorial Center cemetery has to offer. The remaining ground spaces are in locations near Freeport or distant from trees and other site amenities making them “remaining” choice properties. Niches are structured 10 levels high and either single or double space. The middle levels and double niches are selling first, once again leaving fewer preferred options for future families.

Numerous families, denominational and cultural groups have expressed an interest in burial options that are not currently available at ROMC including:

- Private family estates
- Family mausoleums
- Community mausoleums
- Denominational and nondenominational gardens
- Cultural gardens
- Prayer chapel
- Statues
- Committal chapel
- Outdoor cremation niches

The cemetery has been in operation for seven years resulting in a trend of increased property sales and the community’s desire for more burial options. Several of these standard burial options were

identified in the original conceptual master plan and the opportunity to provide a full range of products and services is part of the scope of this expansion plan. This plan will prepare ROMC for the opportunity of exceeding the expectation of the families and groups that will utilize this cemetery in the coming decades.

Legal Review:

The attached proposal was reviewed and approved by legal counsel. The City Manager will sign all finalized documents.

Fiscal Impact:

The fiscal impact is \$98,780.

Recommendation:

The Parks and Recreation Department recommends approval of this item.