

Request for Proposals: Lakeview Cemetery Section 8

ADDENDUM #1: Questions and Answers to RFP

Date: February 21st, 2020

To: All Bidders

From: Burlington Parks, Recreation & Waterfront (BPRW)

Re: Responses from Questions/ Comments at Site Visit and sent via email

- 1) Please confirm that the scope of work is to provide a conceptual plan for Section 8?
 - Yes, the scope is to provide a minimum of 2 conceptual layouts for a different type of burial in Section 8. The concept development will include coordination and outreach to our Cemetery Commission, and a final report.
- 2) Is a survey available? Is a survey expected?
 - A full survey is not available, nor expected.
- 3) Will the tree inventory be available during the work?
 - Yes, the tree inventory will be available to complete the work.
- 4) What is the typical spacing between burial plots?
 - Typical spacing between burial plots is 42”.
- 5) What are the considerations for a cremation burial?
 - Urns require a space of 2’x2’, a full burial plot can accommodate up to 6 urns.
- 6) Is there a possibility of scattering ashes?
 - As included in the Scope of Work, different burial types may be considered, including direct burial, cremation, columbarium and a scatter garden.
- 7) Are there any soils or groundwater problems in Section 8?
 - As far as we know, Section 8 has sandy soils; although clay soils are present in nearby sections of the cemetery.
- 8) Would soil borings be part of this project?
 - Soil borings have not been specified, but would be beneficial to the project.
- 9) Where do trees that are cut down or trimmed taken to?

- The northwest corner of Section 8 includes a section of brush where trimmings, leaf waste and other vegetative waste is disposed.

10) Is the priority yield of plots or retention of existing trees?

- Balancing the number of plots and retaining existing trees would be a priority.

11) Is there a Veterans' area?

- Yes, but it is not in Section 8. Veterans are now buried throughout the cemetery and are honored with flags provided on a yearly basis by the city.

12) Would a monument to special groups be part of this section?

- This can be considered as part of the process.

13) What does the cemetery have for perennial gardens? Are there any in the older sections and would the cemetery commission be interested in creating some for scatter gardens and stormwater management purposes? Are they only wanting trees and shrubbery?

- There are currently three areas with planting beds in the cemetery that have been maintained as annual flower beds throughout the years. In an effort to be more sustainable, these areas will be converted to perennials this spring. These include both sides of the front gate on North Avenue, in front of the small chapel just inside the front entrance and a small bed in a shaded area in the eastern middle third of the old section. At this time, we do not have plans to create additional plantings. Trees are removed from the cemetery as needed due to severe decline or damage from storms, while continuing to plant new trees annually especially in newer areas, as resources permit.

14) The budget is \$15,000. In our estimate, our design time should be estimated and incorporated into that number, correct? There will be our initial concepts (2-3) for review with the initial proposal, and then will we have more design time to make a more complete plan?

- The project budget is \$15,000, which includes the full scope outlined in the RFP as tasks A (Design Tasks), B (Coordination), and C (Reporting). Cemetery Mapping is NOT required as part of the RFP, but should be considered an add/alternate in the proposal.

15) Are there any existing maps of the cemetery that have plots laid out? And is there a map that is To Scale, specifically. I saw one online, but it was old and didn't have section 8 or the roads around it outlined. It was also 1"=100' so it's a large one.

- There are existing plans of the cemetery, however, there are not any maps that are currently available at a smaller scale. We are working with UVM on providing us with a GIS base, but the timing of that work is unknown based on weather/snow cover. There

was a fly over conducted in November 2019 available, which includes most of Section 8 and which we are including as a .pdf available as part of this RFP.

16) As per RFP, section III (p4), under 1b (Attachment A). This 11-page attachment does not include a signature line.....do you want these 11 pages included in the submittal, or would a statement within the signed letter attesting to all terms/conditions suffice?

- Thank you for calling out this error. We have included Attachment B with the signature line.

17) As per RFP, section III (p4), both 1a (cover letter) and 2a (project approach) request to include project approach and project understanding. Would it be acceptable to address both solely in 2a (instead of in both places)?

- It would be preferable to include it in both.

18) We understand that the scope includes conceptual design only, and does not include permitting or construction drawings. Please confirm.

- That is correct. The scope is only for conceptual design.

19) The RFP notes “the multi-use design may require approval from the City boards, commission, and City council”. Please confirm that the scope only includes preparation of the deliverables, and that the City approval process would be part of subsequent efforts.

- The scope only includes preparation of the deliverables, with input from the Cemetery Commission, Cemetery and Parks Staff. Any subsequent approvals would be sought by BPRW staff.

20) The scope mentions that a sensitivity toward positive public outreach is needed. Please confirm whether any public outreach is expected in this contract.

- For this project, public outreach is considered to be only the Cemetery Commission.

21) Part III indicates "Responses to this RFP must be not more than 20 pages in length (8 double-sided or 16 single-sided pages). Should this be stated as (10 double-sided or 20 single-sided pages) for the 20 page response?

- Yes, that is correct. No more than 20 pages in length (10 double-sided or 20 single-sided pages).

22) The insurance coverage requirements per Attachment A includes a \$3,000,000 annual aggregate requirement with a \$2,000,000 per occurrence for Professional Liability. This is extremely excessive for the scale of the project for concept-level design services. Coverage increases would need to be factored as an additional cost for the project. Can the City change the Professional Liability requirement so the annual aggregate policy is \$1M with \$1M per occurrence? Or even a \$2M / \$2M coverage policy?

- Please note that for this project, we are able to accept a \$2,000,000 annual aggregate requirement with a \$2,000,000 per occurrence for Professional Liability.

23) I see that both a printed copy and a digital copy are to be submitted. Do both (digital and print) need to be received on March 4th by 4pm? Or is the digital PDF version acceptable on or before the deadline via email, with the print copy postmarked on or before March 4th and mailed out? Or would the print copy also need to be received at 645 Pine Street by the 4pm deadline?

- Yes, both the digital and print copies must be received at 645 Pine Street by 4pm on March 4th, 2020 to be considered for this project.

Additional Documents available for download with the revised RFP:

- Lakeview Cemetery Plan, 2017 and additional drawings of Section 3, 5,7
- City of Burlington Cemetery Ordinances
- Digging Deep: Unearthing the Mysteries of Burial and Cemetery Law, Vermont's Secretary of State Office, 2010
- Lakeview Cemetery Flyover, November 2019