



AGENDA INFORMATION SHEET

DEPARTMENT: Materials Management

CM: Todd Hileman

DATE: November 14, 2017

SUBJECT

Consider adoption of an ordinance accepting competitive proposals and awarding a contract for Phase II of monument repair work at Oakwood and IOOF Cemeteries; providing for the expenditure of funds therefor; and providing an effective date (RFP 6294-awarded to Texas Cemetery Restoration LLC in the not-to-exceed amount of \$104,423).

BACKGROUND INFORMATION

In late Fiscal Year 2015-16, Council approved a Supplemental Package in the amount of \$152,598 to hire a consultant to develop a plan to map the City's two cemeteries and assess broken, damaged, and weathered headstones and crypts. This is a highly specialized field of work in which the knowledge, skills, and expertise in the restoration and preservation work of historic monuments are very important. Familiarity and adherence to Department of Interior Standards are required.

Requests for Proposals were sent to 10 prospective suppliers, including local suppliers. In addition, specifications were placed on the Materials Management website for prospective suppliers to download, and advertised in the local newspaper. One (1) responsive proposal was received. The proposal was evaluated based upon published criteria including price, delivery, compliance with specifications, and indicators of probable performance. Texas Cemetery Restoration LLC was determined to be the best value for the City (Exhibit 2).

When staff presented this contract to Council for approval, Council directed staff to forego the study and apply all of the available funding to make repairs to damaged and dangerous headstones. Since Texas Cemetery Restoration had already provided a proposal through RFP 6294 to complete this work, Phase I of the work was initiated in the amount of \$48,113.50 to repair 67 headstones at IOOF and Oakwood. Expenditures less than \$50,000 are within the Purchasing staff approval level. Parks staff divided this project into two phases in order to evaluate the quality and quantity of work performed by the Texas Cemetery Restoration LLC. The repairs were completed in a satisfactory manner in September 2017. Sample before and after pictures of the repair work are included as Exhibits 4 and 5. Phase II of this project will include repairs to 182 headstones at IOOF and Oakwood (Exhibit 3). Services will include repair, restoration, and preservation work including leveling, cleaning, and repairs to damaged and broken monuments using historically appropriate preservation materials and techniques as described by the Department of Interior standards.

In a related action, RFP 6579 was issued on October 4, 2017, to solicit proposals for the construction of new fences, stone columns, and entry arches for both cemeteries. A preliminary review of the submitted proposals indicates that the Parks Department has sufficient funding available to construct the base items listed in the RFP specifications. Further evaluation of the proposals is required to determine if funding is available to perform items listed as “Add Alternates”. Staff anticipates recommending award of this RFP at the December 5, 2017 Council meeting.

RECOMMENDATION

Award Phase II of monument repair work at Oakwood and IOOF Cemeteries to Texas Cemetery Restoration LLC in the not-to-exceed amount of \$104,423.

PRINCIPAL PLACE OF BUSINESS

Texas Cemetery Restoration LLC
Dallas, TX

ESTIMATED SCHEDULE OF PROJECT

The services to be performed will begin immediately upon approval. The estimated time to complete the restoration of the specified monuments is 8 weeks-contingent upon weather delays.

FISCAL INFORMATION

The restoration services will be funded from Capital Improvement Plan account 400203444.1360.10100.

STRATEGIC PLAN RELATIONSHIP

The City of Denton’s Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Organizational Excellence
Related Goal: 4.3 Provide high quality neighborhood services

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: RFP Pricing Sheet
Exhibit 3: Phase II Quotes
Exhibit 4: Sample Repair Pictures at Oakwood
Exhibit 5: Sample Repair Pictures Oakwood and IOOF Cemeteries at IOOF
Exhibit 6: Ordinance
Exhibit 7: Contract

Respectfully submitted:
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Purchasing Manager

For information concerning this acquisition, contact: Emerson Vorel at 349-7460.