



**City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)**

---

**Legislative File No: 2009-0166**

**TO:** Mayor and City Council Members  
**FROM:** Jane Leslie, City Clerk  
**DATE:** April 16, 2009  
**SUBJECT:** Van Hoosen Jones-Stoney Creek Cemetery Chapel

---

**REQUEST:**

City Council is requested to authorize the contract for design and construction of a Chapel building at the Van Hoosen Jones-Stoney Creek Cemetery to The Garrison Company, Farmington Hills, Michigan in the amount not-to-exceed \$181,000 and a 10% contingency in the amount of \$18,100 for a total not-to-exceed \$199,100.

**BACKGROUND:**

The Cemetery Committee considered including a shelter/chapel for comfort and convenience for the families and funeral directors who use Van Hoosen Jones-Stoney Creek Cemetery. The chapel would provide shelter from the elements for the final committal services for loved ones. Their consideration is the result of the study done by the PAR Group in 1998. The consultant's study made the addition of a chapel one of the recommendations to add to the assets of the cemetery. The study also provided other recommendations as the means to improve service and provide additional revenue for the cemetery. Many of these recommendations have been completed. At this time a chapel and columbarium are the remaining improvements to be made.

The committee, along with the cemetery Sexton, Calvin Leach, has identified that the chapel and columbarium should be located in close proximity to one and other. To accomplish this, the chapel is to be constructed first with the columbarium being completed later. It was intended that funds for these projects would be allocated from the Perpetual Care Fund set up to provide improvements and future maintenance for the cemetery. At this time the request for proposal is being brought forward for approval.

City Council has previously identified this project in the CIP and in the budget for the funding. The Cemetery Committee is currently fund raising to generate contributions to replenish the Perpetual Care Fund for the future. Approximately \$14,000.00 has been collected to date. The committee will be continuing its fund raising efforts. Upon completion of the chapel, the committee will also be proposing an increase for the opening/closing fee to be allocated to the Perpetual Care Fund. It is estimated that the cemetery will have replenished the funds from Perpetual Care before the cemetery needs to use these funds for routine maintenance when the lots have all been sold.

As the cemetery is located within the boundaries of the City of Rochester, the Rochester Planning Commission must approve site plans and building permits will be issued by Rochester. Construction is expected to be completed in the fall of 2009. The Cemetery Committee is looking forward to holding an anniversary celebration for the cemetery's 30th year.

Request for Proposals for Design/Building of a chapel building at the VanHoosen Jones-Stoney Creek Cemetery were solicited and 9 proposals were submitted and evaluated. The evaluation committee interviewed

and negotiated a contract with The Garrison Company, Farmington Hills, Michigan. The City utilized the services of The Garrison Company for the construction of Fire Station #3 and is expressly satisfied with the resulting structure. Both architectural and construction services will be provided by the selected firm for the contracted pricing. A contingency is requested in the event unknown soil conditions or utility costs exceed the estimated allowances.

**PROCESS:**

**Vendor Name and Address:**

The Garrison Company  
 32871 Middlebelt Road, Suite 100  
 Farmington Hills, MI 48334

**Reason for Selection:**

Best Value

**Method of Purchase:**

Contract/Blanket Purchase Order

**BUDGET:**

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Facilities	631.976000	FA-03E Cemetery Chapel	\$215,000	\$199,100	\$15,900

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize the contract for design and construction of a Chapel building at the Van Hoosen Jones-Stoney Creek Cemetery to The Garrison Company, Farmington Hills, Michigan in the amount not-to-exceed \$181,000 and a 10% contingency in the amount of \$18,100 for a total not-to-exceed \$199,100 and further authorizes the Mayor to execute a contract on behalf of the City.

<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Department Review</b>		
<b>Department Director</b>		
<b>Budget Content: Finance Director</b>		
<b>Purchasing Process: Supervisor of Procurement</b>		
<b>Mayor</b>		
<b>City Council Liaison</b>		