



Department of
Community Investment

Memorandum

March 23, 2014

TO: Redevelopment Commission
FROM: Chris Dressel, Staff *CD*
SUBJECT: Amendment to Professional Services Agreement with Troyer Group – City Cemetery
Master Plan

Staff requests Redevelopment Commission's approval of an amendment to the professional services agreement with the Troyer Group in the amount of \$3,060 to complete a master plan for South Bend City Cemetery resulting in a new agreement total of \$33,660.

The reasoning for the amended amount stems from modification of the community input period that's resulted in additional meeting preparation, coordination meetings with City staff, and presentation materials. The additional work was deemed necessary to reach key audiences and will result in a better informed that guides future improvements to the cemetery and the surrounding area.

As a reminder, the completed master plan report will define the preliminary cost estimates and a timetable for implementation projects that carry out the priorities of the plan. These projects would consider the context of other planning initiatives within the larger cemetery project area. The agreement continues through May 31, 2015.



CITY CEMETERY: DEFINING A VISION

Jitin Kain,
Director of Planning

City of South Bend
Dept. of Community Investment
227 West Jefferson Boulevard
Suite 1400 South
South Bend, Indiana 46601
574.235.9371

Reference:
South Bend City Cemetery

March 23, 2015

Dear Mr. Kain,

Thank you for your continued support in our effort to provide the City of South Bend a current and viable Master Plan for its City Cemetery. We believe that the process has successfully connected with the community while building upon the momentum generated prior to our involvement. As we continue work on our deliverables for this important Master Plan, we need to discuss with you an amendment to our original agreement due to the change in scope and schedule.

To reduce our fee from our original proposal we were asked to remove some of the scope items earlier in the planning process. Since the Cemetery went through much discussion and planning prior to our contract, it could allow us to focus on stakeholder group input and plan development. As we began the project it became apparent that more public input was needed, especially from adjacent neighborhoods. This resulted in extra meetings between the Department of Community Investment (DCI) and Troyer Group, and preparation of materials and a new powerpoint presentation for a 2nd public meeting. The development of these materials scaled back the progress to date in order to better manage the information delivered to the public rather than moving toward the final deliverable.

The need for additional public input also caused the schedule to be extended. Originally the master planning process was to be completed by the end of February. However, during February much time was spent on the presentation deliverables for the public meetings rather than the final master plan deliverable. It is anticipated that the process will be extended about one month.

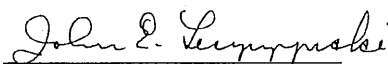
It is of our opinion that the project increased scope and schedule to meet the need for additional public input. This evolved through no fault of Troyer Group or DCI, but rather from a change in project focus based on discussions with stakeholders and the public early in the process. See below for the additional services for which we request compensation.

Additional Preparation for Public Meetings (\$3,060)

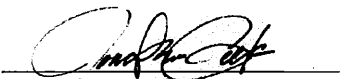
- Additional Meetings with DCI Staff (3)
- New Powerpoint
- New "scaled back" Draft Master Plan graphic and prints
- Small group activity planning and material preparation
- Additional coordination due to extended public input schedule

We greatly appreciate the opportunity to work with DCI on this project and look forward to a long relationship based on trust, collaboration, and common goals for a constantly improving community. We are happy to discuss any of this information with you at your convenience.

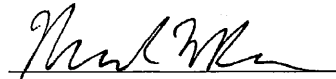
Sincerely,



John E. Leszczynski
Senior Vice President



Jonathon Geels, PLA, ASLA
Landscape Architect



Mike Reese, PLA, ASLA
Landscape Architect

