



CITY OF CLAREMONT, CALIFORNIA
CREMATION GARDEN SURVEY WORK

BID NO. CS-20-07

RFI NO. 1

June 25, 2020

NOTE: THE BIDDER SHALL SIGN AND ATTACH THIS ADDENDUM/REQUEST FOR ADDITIONAL INFORMATION TO THE CONTRACT DOCUMENTS SUBMITTED WITH THE BID.

Requests for Clarification

- 1 Is there an exhibit that shows the limits of the Cremation Garden project scope? We understand that the cemetery is comprised of 2 legal parcels, as shown on the attached Exhibit and assume that the Cremation Garden will be on the northerly of the 2 parcels shown. Please confirm.
 - a. Please see Attachment A. Respondents are encouraged to visit the site prior to submitting their proposal for more specific information regarding the location.
- 2 Will the exterior boundaries of the cemetery property need to be established (for any potential setback requirements)? If so, shall we also include the southerly portion of the cemetery in the overall boundary survey, so that it can all be documented on the map filed with the County?
 - a. No, the exterior boundaries will not be included. The cremation garden site will be located within the interior of the cemetery. See Attachment A.
- 3 Typically, cemetery plots are laid out blocks or "Lots" of anywhere from 4 to 12 to 16 plots in each grouping. Being a Cremation Garden, we'll assume Lots may be denser, but we would use a similar approach and the City will provide guidance. Does the City have a preliminary plan for locations of any paths or roads?
 - a. The City will develop the cremation garden as a design build project with its landscape contractor. The City will work with the selected surveyor and landscaper to develop a system for identifying lots. Following installation by the landscaper, the surveyor will survey the final product, install monuments / corner pins, and develop the final map.
- 4 In our experience cemetery "Lots" set with final monuments at the centers and 4 quadrants of the Lots, allowing cemetery staff to string-line/rag tape through these monuments, and easily lay out individual plots from there. Is this close to the strategy for the monumentation

of the cemetery, or is there a need for 4 corners set one each plot (would be extensive monumentation work)?

- a. Setting monuments by lot is consistent with the City's intended strategy and monuments on four corners of each plot is not required.
- 5 Will the City provide our firm with cemetery monuments to set or would you like assistance in obtaining markers (example supplier in attached .jpg)?
- a. The City and surveyor will work jointly to select and order the monuments. The monuments will be purchased by the City and set by the surveyor.
- 6 The RFP references our requirement to be registered with the Department of Industrial Relations (DIR) for this public works project. Has the City registered this specific project with the DIR? This will be needed for the selected consultant to submit certified payroll reports.
- a. The project will be registered after a firm is selected and contract is executed.
- 7 When the Scope of Services (Exhibit "A") references "Record Final Map with Los Angeles County", is the City specifically requesting a "Tract Map" be filed? We've typically only seen cemetery maps filed as either a Record of Survey with the County Surveyor's office, or a filed in Official Records with the County Recorder's Office.
- a. In order to sell cemetery property, a map must be on file with the County. The City will work with the selected surveyor to determine the legal requirements and appropriate method for filing the map.
- 8 As part of the proposal requirements, on page 3 item i) Funding Proposal, the RFP states to see a Funding Proposal form. Is there a form that we will need to fill out for the detailed cost proposal or is a line item task breakdown wanted?
- a. A line item task breakdown is requested.
- 9 In reference to the above RFP could you send me a google earth KMZ file showing the area of interest for this particular request. We need to know the area expected to be covered by the city in order for us to quantify it.
- a. See Attachment A. Respondents are encouraged to visit the site prior to submitting their proposal for more information regarding the specific location.

Submitted by:

Kristin Mikula

Kristin Mikula, Community Services Manager

I hereby acknowledge receipt of this addendum and understand that the changes shown herein are made a part of the contract.

By: _____
Signature of Bidder, Company Name

