



October 2, 2017

Municipality of Anchorage
Project Management & Engineering
Girdwood Board of Supervisors
PO Box 196650
Anchorage, Alaska 99519-6650

Attn: Kyle Kelly, MOA Girdwood Service Area Manager

Re: Girdwood Cemetery Schematic Design
Fee Proposal

Dear Mr. Kelly,

On September 7, 2017, CRW Engineering Group, LLC (CRW) attended a meeting with the Girdwood Board of Supervisors, Girdwood Cemetery Committee where we received direction to provide schematic level design layout for the proposed Girdwood Cemetery. The location of the new cemetery is detailed in the *Girdwood Cemetery Feasibility Study, dated December 16, 2016*.

We have enlisted the services of Jack Goodnoe to assist with the Cemetery Layout Design. They are located in Ann Arbor, Michigan; therefore, travel expenses will be required. We anticipate one individual from this firm will make two site visits to Girdwood, Alaska for this effort. Information on the qualification and experience of Jack Goodnoe can be found at www.jackgoodnoe.com.

The following deliverables will be provided for the Schematic Design Effort:

1. Schematic Design Layout Plan –Develop a land use framework plan / schematic master plan for the proposed improvements described below.
2. Cost Estimate – to include engineering, permitting, construction and administration.
3. Permitting – list of permits required to complete the project.
4. Phasing Plan – prepare a construction phasing plan to accommodate use of the facility and potential grant funding allocation.
5. Open House – attend an open house in Girdwood, Alaska to present this Schematic Design effort to the public and the Girdwood Cemetery Committee.

Our understanding of the scope of work envisioned by the Cemetery Committee includes following features:

- Lighted parking lot to accommodate 20 vehicles
- Two driveways
- Pathway connection and bridge to Beaver Pond Trail from proposed parking lot
- Two pit restroom facilities
- One covered pavilion (40' x 40') with lighting
- One flag pole
- Accommodation for veteran's memorial
- Consideration for a memorial with names and locations of interned
- Landscaping will use natural landscaping and no irrigation
- Chain-link fencing on back and side. Decorative fence along the roadway
- Consider splitting up the columbarium so that it occurs along the pathways to the grave sites
- Consider a mining theme
- No water/sanitary sewer facilities are anticipated
- Lighting will be limited to the parking lot and the pavilion
- The Committee prefers no Marble materials are used
- The Committee anticipates 4-5 funerals annually
- No accommodations will be made for on-site equipment storage

We propose to complete the work on a time and material basis, not to exceed amount of \$49,910. We understand the work will be completed under our PM&E Civil Engineering Services Term Agreement, Contract No. 2015PME058.

We can start work upon approval of our proposal and issuance of a notice to proceed by PM&E. However, we would appreciate discussing scheduling the first meeting with the Girdwood Cemetery Committee to accommodate travel arrangements with our subconsultant. He is available December 6 – 20 and after December 28. We anticipate completing draft submittals for items 1 through 4 four months after receiving a notice to proceed. We will complete item 5 at the convenience of the Committee. Final submittals will be completed 1 month after receiving comments from the Girdwood Cemetery Committee.

By submitting this proposal, we hereby commit the necessary staff and resources to achieve your goals. If you have any questions or comments, please feel free to contact me at your convenience.

Truly yours,
CRW Engineering Group, LLC



D. Michael Rabe, PE
Principal Civil Engineer