



AGENDA bg  
DATE 10.6.2020

## Internal Memo

September 29, 2020

TO: Mark C. Meyers, City Administrator

FROM: James R. Murphy, Director of Public Works 

RE: Request for Qualifications and Proposals for Design Services, Ellis Road Cemetery Project

I am requesting authorization to solicit qualifications and proposals for Design Services for the proposed Ellis Road Cemetery. The work would involve the design and construction oversight for the proposed cemetery at the recently acquired property on Ellis Road. Funds for design and construction will be sought in the FY-2022 and 2023 budgets.

Request for design funds are in the proposed FY-2021 budget and work would not be awarded until approved by the Council.

I would appreciate it if you would place this request on the October 6, 2020, City Council meeting agenda.

JRM/sr