



Request for Purchasing Manager Signature (\$Up to \$50,000)

Project Name/Contract Number:	Cemetery Mapping Tx State ILA – TO3 PSA	#223-254
Department Contact / Department Name:	Jamie Lee Case	PARD
Date of City Council Approval: (Past or Recent)	N/A	
Return Signed Document to:	Rachel Shelton	Ext: 8174

Background/Purpose:

Attached please find the referenced Professional Services Agreement for your signature.

Funding:

Project Number	Fund	Phase	GL Account	Amount
			Not-To-Exceed Contract	\$11,500

Reviewed / Approved:

User Department Director:	<small>DocuSigned by:</small> <i>Jamie Lee Case</i>	Date:	6/16/2023
Purchasing / Contracting POC:	<small>DocuSigned by:</small> <i>Rachel Shelton</i>	Date:	6/20/2023
Finance Director: (CDBG-DR)	N/A	Date:	
Purchasing Manager:	<small>DocuSigned by:</small> <i>Rachel Shelton on behalf of Veronica Bradshaw</i>	Date:	6/20/2023
Other Depts. as needed	N/A		

Task Order #3 COSM Cemetery Ground Penetrating Radar Mapping

Project Background:

The City of San Marcos (City) Parks and Recreation Department wants to use Ground Penetrating Radar(GPR) to map Section N of the San Marcos Cemetery to identify potential unmarked historical burial sites.

Texas State Tasks:

The Institute for Government Innovation (IGI), an on-campus consulting group affiliated with the Geography and Environmental Studies Department at Texas State University, will complete the following tasks for this project:

1. Coordinate with the cemetery maintenance employee and the Parks' Operations Manager to determine the mapping location, date, and time.
2. Identify and coordinate with a third-party vendor with expertise in cemetery GPR.
3. Coordinate a brief summary presentation on the GPR process for interested City staff and students at the time of the cemetery survey.
4. Supply student assistants to assist the vendor in documenting the coordinates of any GPR-detected anomalies (presumed gravesite).
5. Coordinate with San Marcos GIS staff to ensure the cemetery geodatabase aligns with City data protocols.
6. Develop a GIS data file with the coordinates of any presumed burial sites.
7. Transfer the data to the appropriate City staff.

San Marcos Responsibility:

- Provide data relating to the City's cemetery.
- Prepare Section N by mowing and picking up any twigs and sticks immediately prior to survey.
- Be available to provide guidance as needed during the project.

Texas State Responsibility:

- Coordinate with the City's GIS director to ensure proper geodatabase format.
- Hold a brief kickoff meeting with City staff and others involved in the project.
- Adhere to sound GIS principles in documenting anomalies and developing the geodatabase.
- Perform all coordination with the third party vendor.
- Make a brief project close-out presentation to relevant project staff.

Deliverables:

1. Geodatabase documenting the locations of anomalies (presumed burial sites) and marked gravesites in Section N of the City's Cemetery.

2. Final project presentation to relevant staff.

Project Schedule:

This project will start upon signature by both Parties and be complete in 3 months.

The San Marcos Project Contact may unilaterally extend the time for Texas State to complete the tasks and provide the deliverables to allow for extenuating circumstances in writing without the necessity of amending this Agreement.

Project Budget:

\$11,500

San Marcos Project Contact:

Jaime Lee Case
City of San Marcos
Director Parks and Recreation Department
jcase@sanmarcostx.gov
512-393-8402

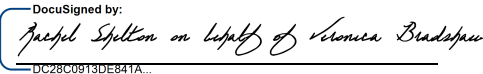
Task Order Principal Investigator (PI):


Rebecca Davio, PhD
Institute for Government Innovation Director
512 431-9119
rebeccadavio@txstate.edu

Task Order #3, COSM Cemetery Mapping, is executed by:

City of San Marcos

Texas State University

BY  DocuSigned by:
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BY  DocuSigned by:
240C4075A8874B3...

NAME Veronica Bradshaw

NAME Shreek Mandayam, PhD

TITLE Purchasing Manager

TITLE Chief Research Officer

DATE 6/20/2023

DATE 6/20/2023

Approved for signature by Joanne Palmer