

ITEM F

**CITY OF LA VISTA  
LA VISTA COMMUNITY DEVELOPMENT AGENCY  
APRIL 18, 2017 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
PROFESSIONAL SERVICES AGREEMENT PUBLIC INFRASTRUCTURE PROJECTS AUTHORIZE AMENDMENT No. 1	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER

**SYNOPSIS**

A resolution has been prepared to approve Amendment No. 1 to the joint Agreement for Professional Services with HDR, Inc. (HDR) to provide project management services for the La Vista Community Development Agency and the City in an amount not to exceed \$624,972.

**FISCAL IMPACT**

The FY 17/18 biennial budget provides funding for multiple potential public infrastructure improvements and associated services.

**RECOMMENDATION**

Approval

**BACKGROUND**

The Community Development Agency authorized a preliminary agreement with HDR on January 17, 2017 in an amount not to exceed \$25,000.00 and authorized City staff to develop a comprehensive scope of services and related terms of agreement. Staff has worked to develop a comprehensive scope of services to be provided by HDR which include: overall project management, design and construction team coordination, parking structure constructability and cost estimate reviews, and public outreach. Following the recommended scope of services is a fee summary for your information.

A separate agenda item will be considered for City approval in connection with such services to be provided on behalf of City. The City would directly pay for all work for the City or Agency.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VISTA, ACTING AS THE LA VISTA COMMUNITY DEVELOPMENT AGENCY, APPROVING AMENDMENT NUMBER ONE TO THE JOINT AGREEMENT FOR PROFESSIONAL SERVICES WITH HDR, INC. TO PROVIDE PROJECT MANAGEMENT SERVICES FOR THE LA VISTA COMMUNITY DEVELOPMENT AGENCY AND THE CITY OF LA VISTA IN AN AMOUNT NOT TO EXCEED \$624,972.

WHEREAS, the Community Development Agency ("Agency") consisting of and governed by the Mayor and City Council of the City of La Vista has been created; and

WHEREAS, the City Council acting as the La Vista Community Development Agency desires to approve amendment number one to the joint agreement for professional services with HDR, Inc. to provide project management services for the Agency and the City;

NOW THEREFORE, BE IT RESOLVED that the City Council acting as the La Vista Community Development Agency hereby approves amendment number one to the joint agreement for professional services with HDR, Inc. to provide project management services for the La Vista Community Development Agency and the City of La Vista in an amount not to exceed \$624,972.

PASSED AND APPROVED THIS 18TH DAY OF APRIL, 2017.

LA VISTA COMMUNITY DEVELOPMENT  
AGENCY

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Douglas Kindig, Mayor  
City of La Vista

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

**EXHIBIT A**  
**AMENDMENT NO. ONE**

**SCOPE OF SERVICES**

**CITY OF LA VISTA &  
LA VISTA COMMUNITY DEVELOPMENT AGENCY**

**84th Street Public Projects**

**PROJECT DESCRIPTION:**

The City of La Vista (“City”) and La Vista Community Development Agency (“Agency”) (together OWNER), respectively, is proceeding with the 84<sup>th</sup> Street Public Improvement Redevelopment Project (“Public Improvement Project”) and Mixed Use Redevelopment Project (“Mixed Use Project”) located in the vicinity of 84<sup>th</sup> Street at Summer Drive (to be known as City Centre Drive). The City is responsible for paying all costs of the work unless otherwise specified by the City. The projects include the redevelopment of an existing retail area into a mixed used development with businesses, apartments, restaurants, and retail. The former golf course located to the north of the site is being converted into a regional recreational area that includes an expanded lake. These improvements are undertaken for the purpose of eliminating blighted and substandard conditions and to prevent the reoccurrence of such conditions in the 84<sup>th</sup> Street corridor.

The public portion of the work has been broken down into the following component projects as part of the Public Improvement Project unless otherwise noted or determined by the City Engineer:

- Site Prep and Demo (Mixed Use Project)
- Lake Improvements
- Public Infrastructure
- Parking Structure Phase 1
- 84<sup>th</sup> Street Overlay and Intersections
- Amphitheater Feasibility
- Amphitheater Improvements
- Recreational Area Improvements as generally outlined in the City Masterplan
- 83<sup>rd</sup> Plaza Reconstruction
- 84<sup>th</sup> Street Underpass and West Leg of 84<sup>th</sup> Street and City Centre Drive intersection
- Potential Parking Structure No. 2
- Pool Demolition and Water Quality Basin
- OPPD Temporary Relocation (Mixed Use Project)
- OPPD Permanent Relocation (Mixed Use Project)

## **SCOPE OF SERVICES TO BE PERFORMED BY HDR ON THE PROJECT:**

### ***Assumptions:***

- City Ventures (Redeveloper) is the developer for the private side of the redevelopment. BVH, DLR and TACK Architects are completing the architectural design of the buildings for the Redeveloper.
- Olsson Associates is completing the infrastructure design for the OWNER.
- TD2 is completing the final design of the lake improvements.
- AECOM is developing the preliminary layout of the amphitheater.
- DLR has completed the 65% design of the first parking structure and surface parking lot and will be proceeding with final design.
- The initial plat is complete. Replats will be necessary to address the Main Street final connection and future development of Outlot C.
- Meetings will be held on site or at La Vista Community Center.
- OWNER (City or Agency as appropriate) will execute all contracts.
- OWNER (City or Agency as appropriate) will pay all permit fees.
- Contract document review is based on three submittals for each design contract.
- The scope of work does not include final design of improvements.
- Resident Project Representative services will be provided by the individual design firms.
- Survey and construction materials testing are not included in this scope of work and will be provided by the individual design firms.
- Utility coordination meetings will be included as part of the design coordination meeting.
- The streetscape design and construction within the development will be completed as part of building development.
- Joint design coordination meetings will be held on a bi-weekly basis.
- Joint construction progress meetings will be held on site on a weekly basis.
- Construction is anticipated to extend through the end of calendar year 2018.
- Record drawings will be prepared by the individual design firms.
- Public outreach will extend for 2 years from date of signed agreement under this Amendment No. 1.

## **TASK SERIES 100 PROJECT MANAGEMENT**

### **110 – Team Management and Project Control**

- 111 HDR internal project management including budgeting and invoicing.
- 112 Staff assignments and scheduling.

### **120 – Implementation Plan**

- 121 Meet with OWNER, Developer, and consultants to receive current contact information, scopes of work, project cost and schedule information.
- 122 Receive OWNER time line information for council actions.
- 123 Incorporate project schedule.

- 124 Develop draft implementation plan that addresses schedules; phasing; communication; cost schedule and budgeting; document management; and communication plan.
- 125 Provide draft implementation plan to the OWNER for review.
- 126 Attend one review meeting.
- 127 Incorporate review comments and distribute final version to project team.
- 128 Update implementation plan on an as needed basis. A total of four updates are assumed over a period of 2 years.
- 129 Attend weekly management planning meetings with City staff.

**Task 130 – Project Schedule**

- 131 Receive schedule information provided in previous task.
- 132 Develop base schedule and provide for review.
- 133 Incorporate review comments and distribute final version to project team.
- 134 Receive updates monthly from design teams, developers, and contractors.
- 135 Update the schedule on a monthly basis and distribute.
- 136 Provide updates by the 10<sup>th</sup> day of each month for Council packet and project website for distribution to the governing body and posting on the project website.

**Task 140 – Document Management**

- 141 Establish ProjectWise (PW) file folders on HDR'S hosted system with separate folders for each design project and general folders for overall project communication and documentation.
- 142 Meet with the OWNER to identify levels of access for various team members.
- 143 Provide access to project team personnel.
- 144 Monitor documents received and move documents to correct folders if needed.
- 145 Provide OWNER a copy of all electronic PW documents upon completion of the project.
- 146 Set up separate Project Tracker Collaboration System (PTCS) files for identified construction projects and for the electronic submission and review of shop drawings and change documentation for each construction project.
- 147 Provide access to OWNER, designers, and contractors.
- 148 Monitor documents and provide follow up notifications as necessary.
- 149 Provide OWNER a copy of all electronic PTCS documents upon completion of the project.

**TASK SERIES 200 DESIGN AND CONSTRUCTION COORDINATION**

**210 – Design Team Coordination**

- 211 Conduct bi-weekly design review meetings and prepare and distribute meeting notes. A total of 50 meetings are planned.
- 212 Handle communication with design teams as necessary.

- 213 Assist in the preparation and evaluation of requests for project proposals for Public Infrastructure, Parking Structure No. 1, Lake Grading Phase 1, and Recreational Area Improvements.
- 214 Review design and construction phase service agreements for the projects listed in Item 213.

**220 – Design Document Review for Projects Listed in Item 213**

- 221 Receive 30, 60 and 90 percent design projects for review.
- 222 Complete review of design documents and provide written review comments to OWNER for review prior to sending them to the design firm.
- 223 Collect and incorporate review comments from Owner

**230 – Construction Team Coordination**

- 231 Conduct preconstruction conferences.
- 232 Conduct weekly construction meetings held on site. A total of 75 meetings are planned. Meetings are to include Redeveloper and their contractors or consultants as appropriate and agreeable for coordination of work in the area. Make recommendations to the Owner to resolve conflicts identified during such meetings.
- 233 Review contractor's requests for clarifications and coordinate response with OWNER. Review response letters, field orders, and/or work change directives prepared by engineering or architectural firm providing construction administration, as necessary.
- 234 Assist in change order negotiation. Make evaluations and recommendations on behalf of the Owner. Individual project engineers/architects will prepare change order documents.
- 235 Complete daily site visits to monitor contractor progress; meet with OWNER and Redeveloper contractors to discuss coordination issues; identify potential conflicts and concerns; and work with OWNER and Redeveloper to resolve any issues. A total of 75 weeks of construction are planned.
- 236 Review and make recommendations to OWNER in regard to accepting or rejecting work as it relates to compliance with the design criteria and testing reports.
- 237 Jointly develop the punchlist of remaining work for each project with individual firm providing construction observation.
- 238 Jointly verify completion of the punchlist with the individual firm providing construction observation.
- 239 Attend final inspection of completed project and review punch-list to Contractor.
- 240 Receive materials testing reports from the individual firms providing construction observation and monitor for completeness. OWNER will be advised of noncompliance issues.
- 241 Generate photographic documentation. Photographs will be taken before, during, and after construction. Photographs will be taken of completed

items of construction including but not limited to pipe, equipment, and construction operations.

242 Receive weekly schedule updates from the contractors and incorporate them into the overall project schedule.

## **TASK SERIES 300 UTILITY COORDINATION**

### **310 – Utility Coordination**

311 Attend coordination meetings.

312 Provide necessary drawings from design firms and distribute drawings from utility companies.

313 Coordinate utility installations and timing.

## **TASK SERIES 400 Public Outreach**

### **410 - Overall Project Branding**

411 Logo

412 Theme (Color Palette)

413 Templates for Project / OWNER use

414 Power Point

415 Standard Docs (Agenda, Memo, Report)

### **420 - Project Website**

421 Register unique domain name.

422 Develop home page with project area map and project description.

423 Create interactive project map / street closings.

424 Develop overall project description / goals.

425 Incorporate comment form, project contacts, and link to OWNER'S main website and link to other websites as directed by the City Engineer.

426 Update the project website on a bi-weekly basis with current project photos, What's New (feature project updates, meetings, photos, etc.) and schedule.

427 Incorporate City's social media feed and links with the website.

428 Develop sub pages for individual projects (updated as-needed).

### **430 - Outreach**

431 Develop social media accounts.

432 Leverage OWNER'S existing Twitter, Facebook and Civics Plus accounts.

433 Provide scheduled Tweets / HDR to develop monthly / OWNER to post 1-2 times per week.

434 Develop a unique hashtag for tracking (i.e. #Vision84).

435 Provide two public engagement opportunities per year.

436 Prepare Public Meeting Materials to be used at neighborhood meetings, senior citizen meetings, business group meetings, and similar events.

**440 - Press Releases**

- 441 Provide media releases at key project milestones (assume 10).
- 442 Provide material for articles for CityWise Weekly and Quarterly newsletters.

**450 - Governing Body Update**

- 451 Provide a monthly formatted information fact sheet.

**TASK SERIES 500 Parking Garage Constructability Review and Cost Estimate**

OWNER has contracted with DLR Group for the final design of a parking garage. DLR has completed the design to the schematic level of design and is proceeding with the design documents. The scope of Task Series 500 is to complete a constructability review of the documents and provide recommendations to DLR and to prepare a cost estimate for the proposed garage.

**Items of Work**

1. Completion of a constructability review of the design drawings for the parking garage.
2. Evaluation of potential construction coordination issues with adjacent buildings
3. Preparation of review comments.
4. Preparation of a detailed cost estimate.

**Key Understandings**

1. The constructability review and the cost estimate will be based on design drawings prepared by DLR Group.
2. The garage is a post tension design.
3. The walls on the north and south sides of the garage will abut the walls for the buildings located on the north and south side of the garage.
4. Construction of the building on the north side of the garage is scheduled to begin prior to the start of the garage construction. The building on the south side of the garage will be constructed at a later date.
5. The garage will utilize shared footings with the building located on the north side of the garage.
6. The garage may utilize shared footings with the building located on the south side of the garage, depending on final building size. If necessary, separate footings may be necessary.
7. The recommended footings for the garage are geopiers or stone piers.
8. The buildings adjacent to the garage are being designed by consultants working for the redeveloper. Redeveloper will also be responsible for the construction of the adjacent buildings.
9. The parking garage will be advertised for construction and will be constructed by a contractor hired by the OWNER using the Design-Bid-Build delivery method.
10. All meetings will be held at the office of DLR Group or City Hall.

## **510 – Constructability Review**

Complete the constructability review of the proposed parking garage based on the design drawings developed to approximately 65 percent level of design. The constructability review will be completed by The Weitz Company as a subconsultant to HDR.

Constructability review will be completed within 30 days of Notice to Proceed.

- 511 Attend an initial meeting with the design team to discuss the details of the project and to receive the current set of contract documents.
- 512 Complete the constructability review.
- 513 Prepare written review comments.
- 514 Attend one review meeting with DLR, OWNER, and Redeveloper to discuss the review comments.
- 515 Provide a review of responses to that address the issues raised during the constructability review.

## **520 – Cost Estimate**

Complete the cost estimate for the parking garage. The cost estimate will be completed by The Weitz Company as a subconsultant to HDR.

The cost estimate will be completed within 50 days of the notice to proceed.

- 521 Prepare a detailed cost estimate for the parking garage.
- 522 Provide the cost estimate to the OWNER for review.

## **END OF SCOPE OF WORK**

FEE SUMMARY		
Task Series	Total Hours	Total
Task 100 Project Management		
110 Team Management	62	\$10,439
120 Implementation Plan	300	\$62,338
130 Project Schedule	614	\$83,852
140 Document Management	112	\$11,266
		\$167,895
Task 200 Design/Construction Coordination		
210 Design Team Coordination	264	\$58,350
220 Design Document Review	117	\$20,846
		\$79,197
Task 230 Construction Team Coordination		
231 Preconstruction Conferences	12	\$1,850
232 Weekly Construction Meetings	225	\$35,374
233 Review RFIs	72	\$13,450
234 Change Orders	36	\$5,583
235 Site Visits	600	\$82,640
236 Work Review	75	\$11,498
237/238/239 Punchlist	21	\$3,393
240 Testing Documentation	75	\$11,498
241 Photos	36	\$4,884
		\$170,168
Task 300 Utility Coordination		
310 Utility Coordination	33	\$5,074
		\$5,074
Task 400 Public Outreach		
410 Overall Project Branding	65	\$6,571
420 Project Website	485	\$49,102
430 Outreach	711	\$66,568
440 Press Releases	56	\$8,266
450 City Council Updates	360	\$47,159
		\$177,666
Task 500 Parking Garage		
510 Constructability Review	6	\$14,938
520 Cost Estimate	2	\$10,035
		\$24,973
	<b>TOTAL</b>	<b>\$624,972</b>

**TOTAL:**

**\$624,972**