

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 15, 2019 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AUTHORIZE REQUEST FOR QUALIFICATIONS & PROPOSALS-ENGINEERING SERVICES EAST LA VISTA-SEWER & PAVEMENT REHABILITATION	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER

**SYNOPSIS**

A resolution has been prepared authorizing a Request for Qualifications & Proposals for consulting engineering services necessary to provide evaluation and design services for the East La Vista Pavement & Sanitary Sewer Rehabilitation. Evaluation of existing conditions and identification of rehabilitation options would be provided as part of Phase 1 in 2019 with detailed survey and design to occur as Phase 2 in 2020. Proposals are due by 3:30 pm, local time, on March 7, 2019. City staff members will evaluate the proposals, conduct interviews, and negotiate a proposed fee with the selected firm for Phase 1. The proposed agreement with the selected firm will be brought back to the City Council for approval.

**FISCAL IMPACT**

The FY19/20 Biennial Budget includes funding for this project.

**RECOMMENDATION**

Approval

**BACKGROUND**

The Capital Improvement Program includes a project for East La Vista Sewer & Pavement Rehabilitation. This is the initial platting of La Vista lying east of 72<sup>nd</sup> Street and south of Harrison Street. This is CIP Project No. PWSS-13-001. The infrastructure in this area is now over 50 years old. The deterioration of both pavement and sanitary sewers in this area makes it desirable to seek combined rehabilitation options. The following schedule is proposed:

Publish Notice of Request for Proposals  
Receive Proposals  
City Council Authorize Agreement

January 23 and 30, 2019  
Until March 7, 2019 @ 3:30 pm local time  
To Be Determined

Notice of Request for Proposals will also be sent to firms with known interest and ability to provide these services.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR ENGINEERING SERVICES FOR EAST LA VISTA SEWER & PAVEMENT REHABILITATION.

WHEREAS, the Mayor and Council have determined that the rehabilitation of sewer and pavement in East La Vista is necessary; and

WHEREAS, the FY 19/20 Biennial Budget provides funding for the potential public improvements; and

WHEREAS, proposals will be due March 7, 2019 with the approval of selected firm by the City Council at a later date to be determined;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the request for qualifications and proposals for Engineering Services for East La Vista Sewer & Pavement Rehabilitation.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY, 2019.

CITY OF LA VISTA

\_\_\_\_\_  
Douglas Kindig, Mayor

ATTEST:

\_\_\_\_\_  
Pamela A. Buethe, CMC  
City Clerk

**Request for Qualifications/Proposals  
Consulting Engineering Services  
Evaluation & Design  
East La Vista  
Sewer & Pavement Rehabilitation  
City of La Vista, Nebraska**

The City of La Vista ("City") is seeking proposals from qualified engineering consultants to conduct an evaluation and design of sewer and pavement rehabilitation in the East La Vista study area. Proposals will be received Monday through Thursday, 8:00 am to 4:30 pm and Friday from 8:00 am to 12:00 noon, local time, except holidays, from January 16, 2019 until 3:30 pm on March 7, 2019.

All proposals must be sent to Pam Buethe, La Vista City Clerk, 8116 Park View Boulevard, La Vista, NE 68128.

All companies and individuals who are interested in preparing a proposal must only contact John M. Kottmann, City Engineer, 9900 Portal Road, La Vista, NE 68128. **Contact with any other City employee, elected official, or others associated with the project may result in disqualification.**

Project specific information can be requested in writing from John M. Kottmann, City Engineer, 9900 Portal Road, La Vista, NE 68128, (402) 331-8927, or [jkottmann@cityoflavista.org](mailto:jkottmann@cityoflavista.org). Information and the complete request for proposals are also available on the internet at:  
<http://www.cityoflavista.org/Bids.aspx>

PUBLISH: January 23 and 30, 2019



REQUEST FOR QUALIFICATIONS/PROPOSALS

FOR

CONSULTING ENGINEERING SERVICES

FOR

EVALUATION & DESIGN

EAST LA VISTA

SEWER & PAVEMENT REHABILITATION

CITY OF LA VISTA, NEBRASKA

PROPOSALS DUE 3:30 PM, MARCH 7, 2019

## PURPOSE

The City of La Vista, Nebraska (City) is hereby soliciting consultant qualifications and proposals for professional services to provide evaluation and design services for the East La Vista Pavement and Sanitary Sewer Rehabilitation. The East La Vista area was the first subdivision platting and development which began the City of La Vista around 1960. This request invites qualified consultants to submit qualifications and proposals for accomplishment of the work described below under Scope of Services.

## PROJECT DESCRIPTION

Provide professional testing, inspection, engineering and surveying services to prepare recommendations, opinions of construction costs, preliminary designs, final design and bidding documents for pavement and sanitary sewer rehabilitation in the East La Vista area shown on Exhibit "A" attached herewith.

The project area contains approximately 12,700 feet of 8-inch sanitary sewer and 13,280 feet of public street (centerline length). Closed circuit televising of most of the existing sanitary sewers has been performed by City forces during 2016, 2017 and 2018. Video files of this televising are available at

[https://www.dropbox.com/sh/zlk5vavy3eb6zu4/AAD\\_3Pa\\_5VX7o0V1urkYvdlba?dl=0](https://www.dropbox.com/sh/zlk5vavy3eb6zu4/AAD_3Pa_5VX7o0V1urkYvdlba?dl=0)

(if this access does not work, a flash drive copy can be requested)

The services are anticipated to occur in two phases. The first phase is the investigation of existing conditions and analysis of alternatives with initial opinions of cost. The first phase is anticipated to utilize lidar survey information available from Sarpy County GIS resources. The second phase will include detailed field survey work and preparation of construction documents based on the recommended and accepted rehabilitation method from the first phase.

## SCOPE OF SERVICES

### Phase 1:

- Conduct CCTV inspections on all sanitary sewer lines in the East La Vista area. Sanitary sewer lines shall be cleaned sufficiently for televising and video recording. Protruding sewer taps may limit access and require televising from upstream and downstream to capture conditions to the extent possible. Root cutting can be expected to be necessary. Specific hydrants will be identified for use in obtaining cleaning water. The City will provide a temporary meter for water usage at no charge for cleaning operations on this project only. Pipeline video shall be provided in a digital format acceptable to the City. The inspection shall be in color and the camera shall have pan and tilt capabilities and accurate distance measurement capability.
- Obtain pavement cores from existing pavement to determine composition and thickness. The consultant shall recommend frequencies as part of the Proposal.
- Obtain subsurface soils investigation and provide geotechnical recommendations related to construction of the proposed sewer and pavement rehabilitation. Consultant shall identify the frequency of such testing proposed for Phase 1 and the additional testing

necessary for Phase 2.

- Review all available reports, plans, maps and studies that the City has available for the project area and incorporate relevant information from such documents into the design work for the contemplated improvements. The City will make available copies of any infrastructure plans for abutting roads and sewers as well as publicly submitted studies.
- Make recommendations as to sanitary sewer rehabilitation methods to be considered based on evaluation of the existing system conditions. Desired solutions shall have an expected life of at least 50 years. Include sewer system schematic maps showing manholes and pipes recommended for rehabilitation with tables detailing the number and type of repair method recommended for the identified manholes and pipes. Content shall include:
  - Identify public sewer system defects with locations identified
  - Identify private service lateral defects with locations identified and property address
  - Provide a summary of the costs to construct the rehabilitation separated by public and private portions of the system
  - Provide alternative costs if multiple solutions are suggested for consideration.
  - Identify if certain solutions are predicated on certain pavement rehabilitation options being selected.
- Make recommendations as to pavement rehabilitation methods to be considered based on evaluation of the existing conditions and sewer system rehabilitation options. Desired solutions shall have an expected life of at least 50 years prior to total reconstruction with surface maintenance treatments occurring at 20 year intervals. Include schematic roadway maps showing recommended rehabilitation areas and typical sections of various options. Solutions and content shall address the following:
  - Preservation of access to residents, including emergency access
  - Coordination of construction with sewer rehabilitation options
  - Provide a summary of the costs to construct the pavement rehabilitation with identification of whether a method is connected to a particular sewer system rehabilitation option.
  - Provide alternative costs if multiple solutions are suggested for consideration
- Meet with the City and local agencies such as utility companies, for the purpose of discussing designs, options, construction schedules, permitting, alternatives, costs, and other relevant matters to installing and/or facilitating the rehabilitation of sewers and pavement and potential coordination with utility company rehabilitation needs.
- Conduct a public meeting for the purpose of providing information to residents regarding the project and providing an opportunity for them to ask questions, voice concerns and give input regarding the proposed rehabilitation work.

- After review of input, questions, and concerns expressed at the public meeting, the consultant shall attend a workshop not exceeding 4 hours with City staff to discuss the options presented in order to select a preferred solution. After this meeting the consultant shall prepare a report identifying the solution and opinion of probable construction costs to be presented to the City Council. The costs shall include final design and construction phase consultant services. The consultant shall have representation at the City Council meeting to respond to questions.

## Phase 2:

After the City Council has considered and accepted the recommended rehabilitation method(s) the consultant shall proceed with the following services:

- Perform topographic survey of the proposed public street right of ways in the East La Vista project area including all utility information observable and marked through the Nebraska One Call system. Survey shall be conducted to industry standards sufficient for the purpose of creating construction documents.
- Prepare preliminary plans and specifications for the sanitary sewer and pavement rehabilitation improvements. Preliminary plans shall contain proposed vertical and horizontal alignment, typical cross sections, proposed construction limits and right of way limits, proposed storm sewer improvements as part of the pavement rehabilitation. Preliminary specifications shall be in outline form identifying the proposed general conditions and a list of standard technical specifications to be followed as well as a list of Special Provisions that will be written for the project.
- Prepare preliminary recommendations and illustrations for construction phasing needed in order to maintain access for residents including considerations for emergency access and garbage collection. Coordinate with utility companies for phasing in regards to concurrent work that utility companies may need to perform with this infrastructure.
- Prepare an updated opinion of probable construction costs based upon the preliminary plans.
- After receipt of review comments from City staff and affected utility companies prepare final plans and specifications that address or respond to the review comments. Final plans shall include additional details such as proposed grades and spot elevations, construction and removal plans, erosion control, private driveway, sidewalk and sewer service replacements, easement limits, utilities coordination, barricading, construction phasing, quantities and bid items. Final plans shall be supported by sanitary sewer and

storm sewer design and hydraulic analyses. Final specifications shall include bid items and quantities and completed Special Provisions. The 2014 Edition, or later editions if adopted, of the City of Omaha Standard Specifications for Public Works Construction shall be utilized.

- Prepare a plat map and legal description of temporary and permanent easements (if any) to be obtained by the City for the proposed public infrastructure improvements.
- Conduct a public meeting for the purpose of presenting information to residents and answering questions.
- Finalize the plans and specifications for bidding purposes based upon review comments provided by the City. Prepare an updated opinion of probable construction costs based upon the finalized plans and specifications.
- Provide project management services including a pre-design meeting upon Notice to Proceed, regular design progress meetings (anticipate bi-weekly) plan-in-hand review meeting at preliminary plan review, design contract administration and scheduling, coordination of design team including all sub-consultants, and development of a project schedule. Consultant shall document all meetings and provide meeting minutes to attendees.
- Construction phase engineering services will be provided by the selected engineering firm and will be negotiated in a separate agreement after receipt of bids for the construction work.

## PROJECT SCHEDULE

All firms submitting proposals must be prepared to initiate work on this project approximately April 1, 2019. Phase 1 services are to be completed by October 1, 2019. Phase 2 services will occur in 2020 with a more specific schedule to be determined after Phase 1. Only those firms able to perform the necessary work activities within this schedule should respond to this RFP.

## PROPOSAL REQUIREMENTS

In order to facilitate review of the project proposals by the City of La Vista, the following information must be included in the proposal in the order listed:

1. A letter of interest not to exceed 5 pages. This needs to identify the primary and secondary contact persons with phone and e-mail contact information. This letter shall identify the consulting firm's experience in the study and design of sewer and pavement rehabilitation projects.



2. The body of the proposal (Project Understanding and Approach) shall be limited to ten (10) pages, 8 1/2" by 11" single sided and up to three(3) additional pages, 11" by 17" single sided.
3. Listing of other firms included in the Project Team. This discussion should include the primary areas of responsibility of each team firm, an estimated proportion of the total contract work to be performed by each team firm and their primary office location. The applicable experience of proposed team members and history of working together as a team is to be included.
4. A listing of similar work performed within the last 3-years to include dollar value, project description, project team, and contacts for project owners. Each project description (maximum of four (4) allowed) will be limited to one single sided page.
5. A maximum of 2 pages of additional supportive material such as charts, tables, or photos.
6. The names of key personnel, qualifications, experience and the proposed project manager shall be provided. This should include a discussion of similar projects the key personnel and project manager have worked on. The availability of the key personnel and their redundancy to work on this project needs to be set forth in the Proposal. An organization chart and resumes would be included in this section (maximum 10 pages).
7. A project schedule outlining the time frame and estimated completion date of each major task outlined in the project approach section. The project schedule should include estimated dates for deliverable products throughout the course of the design period.
8. Cost proposal. The submittal shall include an estimated lump sum fee, for Phase 1 services including all sub-consultants and expenses. For Phase 2 services identify a percentage, or a narrow range of percentages, of construction costs that will cover the Phase 2 services.
9. Submit three (3) bound copies of the Proposal and one (1) CD-R or flash drive containing a pdf copy of the Proposal.
10. Provide proof of professional liability insurance in the amount of not less than \$2,000,000.

#### NOTES:

- A. The estimated lump sum fee for Phase 1 will be finalized in negotiations with the selected consultant. Scope revisions may take place during such negotiations that affect the lump sum fee.
- B. The City of La Vista reserves the right to utilize the selected consultant for construction phase services.

#### EVALUATION CRITERIA & SELECTION PROCESS

1. Evaluation Criteria. The following are the critical areas of the proposals to be evaluated by the internal review committee:
  - a. Quality and Completeness: Does the described plan and approach to deliver

- services adequately address those identified in the RFP?
- b. Experience: Has the consultant demonstrated the ability to successfully provide services for projects of similar complexity and nature as described herein?
  - c. Staff: Do the qualifications of key project team members to be assigned to the project coincide with tasks listed in the Scope of Work? Do assigned personnel have requisite education, experience and professional qualifications?
  - d. Organization: Does the consultant offer the quality of services required for the types of projects listed in the Scope of Work? Does the firm's organizational structure show sufficient depth for its present workload? How would the project described in this RFP fit into the consultant's schedule?
  - e. Specific Management Approach: Has the consultant described its ability to design rehabilitation projects with multiple aspects and coordinate with other agencies/utilities to achieve overall cost savings? How will the firm apply its techniques and resources to achieve these results?
  - f. Reputation: Are the consultant's references from past clients, associates, or any publicly available sources favorable?
  - g. Fee: Are the preliminary fees identified by the consultant reasonable for the services requested and the capabilities of the consultant?
2. Selection Process. Proposals will be reviewed by an internal review committee. Due to the nature of the services sought, evaluation of proposals will in large part be subjective. Consultants submitting the highest quality professional services proposals will be invited to interview with the City. However, the City may make a selection based solely on proposals, without interviews. At the conclusion of the selection process, the City will undertake contract negotiations with the top-ranked firm. The City reserves the right to accept any proposal in whole or in part and to reject any and all proposals, to waive irregularities and to negotiate and revise terms with proposers without notice to other proposers. Proposers will not be compensated for costs associated with preparing a proposal or for attending an interview.

## PROTOCOL

1. Submittal. Proposals must be at the City of La Vista Public Works Department, 9900 Portal Road, La Vista, NE 68128 no later than 3:30 pm, March 7, 2019. No exceptions to this deadline will be given. Please provide the required copies of your proposal in an envelope or other sealed container clearly marked on the exterior as containing "Proposal for Engineering Consulting Services-Evaluation & Design-East La Vista Sewer & Pavement Rehabilitation-City of La Vista, Nebraska".
2. Questions. Firms interested in submitting proposals should contact John Kottmann, City of La Vista Public Works Department, 9900 Portal Road, La Vista, NE (402) 331-8927, or [jkottmann@cityoflavista.org](mailto:jkottmann@cityoflavista.org) for any additional questions regarding the project. All questions shall be submitted in writing and shall be received not less than seven (7) calendar days prior to the submittal date. Questions received by this deadline will be answered in writing via e-mail as an Addendum to all holders of RFP documents.
3. Life of Proposal. Proposals must remain firm for not less than ninety (90) days from the proposal due date.
4. Affirmative Action. The consultant, with regard to the services performed by it during the project, shall not discriminate on the grounds of race, color, national origin, sex, age and

disability/handicap including selection of sub-consultants.

5. Proprietary Information. A consultant may restrict the disclosure of scientific or technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:
  - a. Marking each page of each such document prominently in at least 16 point font with the words "Proprietary Information";
  - b. Printing each page of each such document on a different color paper than the paper on which the remainder of the proposal is printed; and
  - c. Segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words "Proprietary Information" in at least 16 point font, along with the name and address of the Consultant firm making the proposal
  - d. After either a contract is executed, or all submittals are rejected, if access to documents marked "Proprietary Information", as provided above, is requested under a Public Records Request, the City will notify the Consultant firm of the request, and it shall be the burden of the Consultant to establish that such documents are exempt from disclosure under the law. If no action is taken by the Consultant in the time period allowed by law to respond to a Public Records Request, then the City will release the information to comply with the request.

END OF RFP



# Sarpy County Property Information



Exhibit "A" East LaVista Study Area