

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
AUGUST 16, 2016 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AUTHORIZE REQUEST FOR PROPOSALS ENGINEERING SERVICES POTENTIAL PUBLIC IMPROVEMENTS SOD FARM, GILES ROAD & EASTPORT PKWY	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER/ASSISTANT PUBLIC WORKS DIRECTOR

**SYNOPSIS**

A resolution has been prepared authorizing a Request for Proposals for engineering services for plans and specifications and construction phase services in preparation for potential public streets, parking and other public improvements in the vicinity of the sod farm, Giles Road and Eastport Parkway.

**FISCAL IMPACT**

The FY 16 Capital Improvement Program provides funding for , Project No. PWST-16-003. As a carryover project from FY16, the FY1 7 budget, currently in the approval process, provides for project funding. This contract would be only one element contained within that funding. Any City Council authorization would be subject to inclusion of a sufficient carryover project in the FY 17 budget

**RECOMMENDATION**

Approval

**BACKGROUND**

At the November 3, 2015 City Council meeting a Statement of Intent was approved that provided for potential public improvements in the vicinity of Giles Road and Eastport Parkway, including public streets and offstreet parking facilities. Professional engineering services would be needed for plans and specifications and construction phase services. The resolution provides for soliciting proposals for such services for the potential public improvements, A Request for Proposals has been prepared setting forth the information that must be submitted. A committee of five City staff members will evaluate the proposals, make a selection, and negotiate a proposed fee with the selected firm. The proposed agreement with the selected firm will be brought back to the City Council for approval.

The following schedule is proposed:

Publish Notice of Request for Proposals

August 24 and 31, 2016

Receive Proposals

Until September 8, 2016 @ 3:30 pm local time

City Council Authorize Agreement

October 4, 2016

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES IN PREPARATION FOR POTENTIAL PUBLIC IMPROVEMENTS IN THE VICINITY OF THE SOD FARM, GILES ROAD AND EASTPORT PARKWAY.

WHEREAS, the Mayor and Council have determined that potential public improvements in the vicinity of the sod farm, Giles Road and Eastport Parkway may be necessary, and

WHEREAS, the FY 16 Capital Improvement Program provides funding for the potential public improvements, as does the proposed FY 17 Capital Improvement Program and budget; and

WHEREAS, Proposals will be due September 8, 2016 with the award of contract date of October 4, 2016, subject to sufficient provision in the FY 17 Capital Improvement Program and budget;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the request for proposals for Engineering Services in preparation for potential Public Improvements in the vicinity of the sod farm, Giles Road and Eastport Parkway.

PASSED AND APPROVED THIS 16TH DAY OF AUGUST, 2016.

CITY OF LA VISTA

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

ATTEST:

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



**REQUEST FOR PROPOSAL**

**FOR**

**CONSULTING ENGINEERING SERVICES**

**FOR**

**DESIGN & CONSTRUCTION PHASE**

**PUBLIC IMPROVEMENTS**

**IN THE VICINITY OF GILES ROAD AND EASTPORT PARKWAY**

**CITY OF LA VISTA, NEBRASKA**

**PROPOSALS DUE 3:30 PM, SEPTEMBER 8, 2016**

## PURPOSE

The City of La Vista, Nebraska (City) is hereby soliciting consultant proposals for professional services to provide design and construction phase services in preparation for potential Public Improvements in the vicinity of Giles Road and Eastport Parkway. This request invites qualified consultants to submit proposals for accomplishment of the work described below under Scope of Services. Once the firm is selected, a contract will be negotiated based upon a mutually agreed upon scope of services.

## PROJECT DESCRIPTION

Provide professional engineering and surveying services to prepare conceptual plans, opinions of construction costs, preliminary design, final design and construction phase services for public infrastructure including storm and sanitary sewers, pavement for public roadways, public offstreet parking facilities, utilities and coordination with utilities, traffic control signs and signals, pedestrian and biking facilities, street lighting, storm water management and related public improvements located in public areas in the vicinity of Giles Road and Eastport Parkway. A preliminary layout of potential public roadways and offstreet parking facilities is attached herewith as Exhibit "A".

The project area is being cleared rough graded by the others including the area of the proposed roadways and parking lots.

## SCOPE OF SERVICES

- Perform topographic survey of the proposed public road and offstreet parking facility areas after pre-grading by others, intersections with existing roadways, and pedestrian access routes that may be located on off-site parcels.
- Obtain subsurface soils investigation and provide geotechnical recommendations related to construction of the proposed public utilities, sewers and pavements.
- Comply with conditions of permits pertaining to jurisdictional waters of the United States in the anticipated work areas. Such permits will be obtained by others as part of the pre-grading activity on the site.
- 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.
- Meet with the City and local agencies such as utility companies, Sarpy County, the Nebraska Department of Roads, the Nebraska Multisport Complex Nonprofit, and the Nebraska Multisport Complex General Contractor the purpose of discussing designs, options, construction schedules, permitting, alternatives, costs, and other relevant matters to installing and/or facilitating the installation of public roads, parking lots and utility systems in the project site in an efficient and cost effective manner.

- Refine the conceptual plan of public road and public parking lot parking configurations, and proposed sewer systems. Develop a conceptual plan for storm water management related to storage and water quality measures. Geotechnical investigations will not be required for the conceptual plan phase.
- Prepare an opinion of probable construction costs based upon the conceptual plans including engineering fees for design and construction phase services. The costs should include geotechnical investigations for the proposed construction areas.
- Prepare preliminary plans and specifications for the public improvements. Preliminary plans shall contain proposed vertical and horizontal alignment, typical cross sections, proposed construction limits and construction limits, proposed storm water management facilities including measures to address water quality and peak flows from the new pavement areas (first half-inch of runoff for water quality), and no increase in 2-year peak above existing conditions. Existing conditions will be taken as those which existed prior to the clearing and rough grading of the site. Preliminary specifications shall be in outline form identifying the proposed general conditions and list of standard technical specifications to be followed as well as a list of Special Provisions what will be written for the project.
- Prepare preliminary recommendations and illustrations for construction phasing needed in order to coordinate with the construction of the Nebraska Multisport Complex. Coordinate with the Nebraska Multisport Complex general contractor as required for their construction access and utility needs as the new buildings will be constructed concurrently with the public improvements.
- Prepare an updated opinion of probable construction costs based upon the preliminary plans.
- Prepare final plans and specifications. Final plans shall include additional details such as complete set of project cross sections, construction and removal plans, joints and grades, erosion control, water quality devices, utilities coordination, traffic control, construction phasing, quantities and bid items. Final plans shall be supported by earthwork quantity computations, storm sewer design and hydraulic analyses. Final specifications shall include bid items and quantities and completed Special Provisions. The 2014 Edition 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 improvements.

- 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.
- Attend regular design coordination meetings as specified by the City (anticipate bi-weekly).
- 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 immediately upon Notice to Proceed. The selected firm must be able to complete the services in time to solicit bids in March 2017. A Notice to Proceed is anticipated to be issued on or about October 5, 2016. 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 2 pages. This needs to identify the primary and secondary contact persons with phone and e-mail contact information.
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 organization(s) included in the Project Team. This discussion should include the primary areas of responsibility of each team member and an estimated proportion of the total contract work to be performed by each team member/firm.
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.
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. Submit three (3) bound copies of the Proposal and one (1) CD-R containing a pdf copy of the Proposal.
9. Provide proof of professional liability insurance in the amount of not less than \$2,000,000.

#### NOTES:

- A. Price IS NOT a selection factor and is not to be included in the consultant's proposal. The cost plus a fixed fee contract will be negotiated after the consultant is selected.
- B. The City of La Vista reserves the right to utilize the selected consultant for construction phase services.

#### SELECTION CRITERIA

Proposals will be reviewed, evaluated, and ranked by an internal review committee. The review committee will evaluate and score the proposals to determine the consultant best qualified for the project. Negotiations will be held with the top ranked consultant to establish a fee for the project. In the event an agreement is not reached, then negotiations will take place with other consultants in the order of ranking if needed. Negotiations are anticipated to occur during the week of September 19, 2016. The selection criteria, including their relative importance are:

Criteria	Point Range
1. Ability and experience of professional personnel and staff.	0 – 20
2. Past performance for La Vista or other agencies.	0 – 20
3. Adequate staff to perform the work and ability to meet time requirements.	0 - 20
4. Location of project in regard to the location of the consultant's Personnel and the consultant's familiarity with the area and its development needs.	0 - 20
5. Project understanding and approach	0 – 20
Total Points (Maximum)	100

## PROTOCOL

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, September 8, 2016. 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, Public Improvements, Vicinity of Giles Road and Eastport Parkway".

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.

Proposals must remain firm for sixty (60) days from the proposal due date. City of La Vista reserves the right to refuse any or all proposals and to waive technicalities in order to accept proposals that may be in the best interest of the City of La Vista, at its sole discretion.

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.

END OF RFP