

# *City of La Vista, Nebraska*



## Request for Proposals

Master Planning & Conceptual Design Services —  
La Vista Municipal Campus

ISSUE DATE:

January 17, 2023

SUBMISSIONS DUE:

February 23, 2023 at 10:00 A.M.

**\*Late Proposals Will Be Rejected**

**REPLY TO:**

Pamela A. Buethe, City Clerk  
8116 Park View Blvd.  
La Vista, NE 68128  
[pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org)  
402.331.4343

# REQUEST FOR PROPOSALS

## Master Planning & Conceptual Design Services — La Vista Municipal Campus

CITY OF LA VISTA, NEBRASKA

<b>RFP Issued:</b>	January 17, 2023
<b>Proposals Due:</b>	February 23, 2023 at 10:00 a.m. CST La Vista City Hall 8116 Park View Blvd. La Vista, NE 68128-2198
<b>Award of Contract:</b>	May 16, 2023 ( <i>tentative</i> )

The City of La Vista is seeking a qualified firm to submit proposals for master planning and conceptual design services associated with the City's municipal campus.

Sealed proposals will be received until 10:00 a.m. CST on February 23, 2023, at La Vista City Hall, 8116 Park View Boulevard, La Vista, Nebraska 68128-2198. Proposals received after this time will not be accepted. This Request for Proposals (RFP) is issued by the City of La Vista. All correspondence, questions and additional information regarding this RFP must be presented in writing to Pam Buethe, City Clerk, at [pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org). Proposals must be enclosed in a sealed envelope or package, clearly marked **"Master Planning & Conceptual Design Services — La Vista Municipal Campus"** and delivered to:

Pamela A. Buethe, City Clerk  
La Vista City Hall  
8116 Park View Blvd.  
La Vista, NE 68128-2198

The City of La Vista reserves the right to reject any and all proposals and to waive informalities or irregularities in any proposal, and at any time to negotiate with the various Proposers when such is deemed by the City to be in its best interest. The right is also reserved to accept or reject any part of a proposal.

As required by State law, the Proposer shall not discriminate against any employee or applicant for employment, to be employed in the performance of the work described herein, with respect to their hire, tenure, terms, conditions, or privileges of employment, based on their race color, religion, sex, disability, or national origin.

## Statement of Intent & Project Overview

The City of La Vista, Nebraska ("City") invites competitive proposals from experienced and qualified Architectural, Planning, and Design firms for services related to the development of a master plan, conceptual design, and related cost estimate documents to help guide future public improvements within La Vista's Municipal Campus (LMC). Located at 8116 Park View Blvd., the LMC is currently home to the City Hall, Community Center, and Papillion/La Vista Fire Station #4.

The approximately 9.2 acre Campus site is currently developed with an adjoining City Hall/Community Center building and Fire Station building that also houses the Community Development Department and a 2300 SF general meeting/training room (The Annex). Within the Community Center is located the Recreation Department and "Senior Center." Exterior features include a Blue Star memorial courtyard and the City's Christmas Tree, both of which are the center of current annual traditions.

The goals of this project include:

- Improving adjacencies and increasing the overall space and flexibility of City Hall and the Recreation Department offices, in accordance with modern work habits and office technology. *The proposed improvements will be expected to accommodate the City's workforce for the next 20 years, as projected by the Space Needs Update (Exhibit B) completed in July of 2019.*
- The City currently provides senior programs at the Community Center and is looking to expand service delivery capabilities through new amenities offered within a Community Center concept similar in nature to that of a Senior Center but appealing to a wider range of the 55+ community.
- Development of a plan that creates multi-generational spaces within the Community Center with flexibility that supports life-long activities for all members of the community from youth to adult.
- Identification of an on-site location for a Reflection Plaza, intended to be a space for the community to gather to honor and remember loved ones (veterans, community members) and reflect.
- Creation of synergies between this Plan and Vision 84 related improvements including Central Park and City Centre.
- A phased implementation plan that incorporates a rational method for project development.

## Background

### **The City of La Vista**

Incorporated in 1960, the City of La Vista is a rapidly growing municipality in the Omaha, metropolitan area. As the youngest city in the State of Nebraska, La Vista has experienced significant growth over the past two decades supporting a population of approximately 17,000 residents and being home to several market leading businesses. In 2019, the City's daytime population was estimated at 18,061. The total population is expected to increase by 20% over the next decade. Two of the top three busiest intersections in Sarpy County (72<sup>nd</sup> & Harrison and 84<sup>th</sup> & Harrison) are in La Vista along with 84<sup>th</sup> & Giles, which is in the top 10.

#### **A. Connected City Hall/Community Center**

Designed and built in the early 1990's, the connected City Hall and Community Center building is generally in good physical condition, however, it was not designed to accommodate the level of growth the City has experienced. From 1990 to the present, La Vista's population has grown from 9,850 to approximately 17,000. During this same period, the City's workforce grew from about

45 to 139 full-time/69 part-time employees.

In 2007, the City commissioned a Master Facilities Plan (MFP) (Exhibit A) which was completed in 2009. It concluded that expansion was needed to accommodate current and future space needs. Since that time, incremental improvements have been made, including: relocating the Community Development Department from City Hall to the former Police Station building, technology improvements and continual reshuffling of office users. Options to house staff effectively have been exhausted, and a comprehensive facility solution is necessary.

**B. City Hall**

In a space of approximately 11,000 SF, City Hall initially accommodated a staff of six. That number grew to 9.25 in 2008 and is now 16. Short-term needs have been primarily addressed without following the MFP for expansion, and staff has found ways to make things work so that they can do what the citizens need them to do. Examples include things such as overlapping duties, converting storage spaces into offices, and holding meetings off-site. Despite managing over the years, there is a pressing need to address our challenges with work environment, space allocation, work adjacencies, and long-term sustainability.

In 2018, Leo Daly was reengaged to update the City Hall space needs portion of the MFP, which is attached as Exhibit B.

**C. Community Center**

The Recreation Department is housed in the Community Center (28,044 SF) which includes a gymnasium, stage, game room, exercise/weightlifting room, (2) racquetball courts, a commercial kitchen, and several meeting/activity rooms. In addition to the administrative office space being too small, the design of the facility is inefficient in terms of adjacencies, circulation, and security.

In the Fall of 2018, ETC Institute administered a community interest and opinion survey for the City of La Vista. In terms of facilities, the survey findings revealed that 45% of the respondents indicated a need for an indoor running/walking track, and 41% identified a fitness room as a need. Regarding programming needs and priorities, the four programs with the highest percentage of households that had needs were adult fitness and wellness classes (41%), special events (45%), cooking classes (25%), and walking clubs (23%). Over 78% of the respondents indicated support for the City exploring the need for dedicated spaces that would provide programming, classes, recreation and fitness opportunities for seniors.

**D. Municipal Campus Vicinity**

The City of La Vista is currently working to implement a redevelopment plan (Vision 84) to create a central city core, with a memorable and distinct identity, a vibrant mix of land uses, a sense of community, and a high quality of life. The previous golf course was merged into Central Park which is currently being transformed into a regional park. The park connects to the new City Centre development and Astro music venue to the south and with the existing municipal campus to the north. The municipal campus is not only visible from 84<sup>th</sup> Street, it is integral to a vibrant downtown. Creating clear and accessible linkages, between the Municipal Campus, City Centre, Central Park and other areas within the 84<sup>th</sup> Street corridor is essential to its ultimate success. **(Attachment C – Vision 84)**

The prior plans and updates provide baseline information and may be used by the selected consultant as a

starting point for their analysis.

## Scope of Work

The selected firm will be able to provide professional planning and design services to assist in the development of a master plan, conceptual design documents (including preliminary cost estimate/budget, scope, and schedule documents) and related community outreach plan to support future redevelopment of the campus site which will incorporate the following components:

- Adequate space for efficient, effective, and modern City Hall and Recreation Department administrative offices, and City Council chambers.
- Meeting and activity space that is a welcoming crossroads for all ages, preferences, and abilities
- Opportunities to develop open space as a Reflection Plaza and other public space with emphasis to support special events.
- Creative solutions to connect with Central Park and 84<sup>th</sup> Street Corridor to create a distinct and memorable civic space that will be instrumental in enhancing the quality of life.
- Parking and traffic flow.

The successful proposer will develop a project schedule and complete the following work product:

- **Work Product 1: Existing Conditions Analysis & SWOT Memo**  
Analysis of existing site conditions and existing reports & plans (e.g. Comprehensive Plan, Vision 84, Streetscape Plan, Civic Center Park Master Plan, Master Facilities Plan (2009), MFP Update (2018), etc.); conducts other research as necessary (ex. key stakeholder interviews); and develops a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis (e.g. examination of issues/opportunities related to site control, due diligence, constraints, environmental issues, easements & encumbrances, etc.).
- **Work Product 2: Program Development**  
Building off the SWOT analysis and in partnership with the Project Steering Committee, develops a space program determining the amount of space needed and the relationships required among the spaces. Additional factors to be considered include site analysis, aesthetic considerations, quality of building, circulation, workplace trends, technology, exterior envelope, outdoor space needs, and budget demands.
- **Work Product 3: Community Engagement Plan Development**  
Prior to the commencement of Master Plan development, it is necessary to work with the Project Steering Committee to create a Community Engagement Plan. The firm will be responsible for developing content for and facilitating a variety of community meetings, presenting at City Hall meetings and public hearings, developing web and e-announcement content, and managing other related community outreach processes. At a minimum, the plan should include at least two (2) community meetings, one (1) online community survey, one (1) City Council Work Session, and one (1) City Council meeting. Scope and budget should assume that firm develops agenda and related materials for each item, sufficiently staffs each meeting, and provides a professional post-meeting synopsis for each community meeting and survey.
- **Work Product #4: Conceptual Design Development**  
Develop conceptual design documents for the project, including project renderings, conceptual site

plan, and preliminary project budget and schedule. Site plan will include massing, sizing, and programmatic elements for the proposed design.

- **Work Product #5: Master Plan Development (Drafts & Final)**

Using the findings from the SWOT analysis, space program, and feedback gathered through the community outreach process, firm develops a phased master plan for the campus site that incorporates Work Product items 1-4 above. In the proposed schedule, this should allow for a minimum of two (2) rounds of review and feedback.

- **Work Product (Ongoing): General Project Management**

The selected firm will be responsible for ensuring that the project is effectively, managed, such that the project is completed on time and on budget. At a minimum, the City will expect successful provision of the following project management services:

- Identification of critical path tasks and key benchmarks;
- Direction of best practices for execution of each critical path task;
- Development of strategy for ensuring tasks are timely completed;
- Ensure project is delivered on-time and on budget;
- Effectively and proactively communicate with City staff should issues arise, should modifications need to be made to the project scope, budget or schedule, and at key decision points.

## **Instructions to Proposers:**

### **1. Examination of Proposal Documents**

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- a. Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
- b. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- c. Represent that all information contained in the proposal is true and correct.
- d. Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- e. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

**No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed of any fact or condition.**

## 2. **Questions**

Any questions by the Proposer regarding the RFP or the project must be put in writing and received by the City not later than 10:00 A.M. on **February 10, 2023**.

All correspondence should be addressed to:

Pamela A. Buethe, City Clerk  
La Vista City Hall  
8116 Park View Blvd.  
La Vista, NE 68128  
(402) 331.4343 (phone)  
(402) 331.4375 (fax)  
[pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org)

The City shall not be responsible for, nor be bound by, any oral instructions, interpretations or explanations issued by the City or its representatives.

Responses from the City to questions by any Proposer will be communicated in writing to all recipients of this RFP. Questions received after the date and time stated above will not be accepted and will be returned to senders without response.

## 3. **Addenda**

Any addenda issued by the City shall be in writing, shall become a part of this RFP, and shall be acknowledged and responded to by Proposer.

## 4. **Submission of Proposals**

All proposals shall be submitted to:

Pamela A. Buethe, City Clerk  
La Vista City Hall  
8116 Park View Blvd.  
La Vista, NE 68128  
(402) 331.4343 (phone)  
(402) 331.4375 (fax)  
[pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org)

**Please note that faxes or electronic submissions, or any media other than hard copies are not acceptable.**

Proposals must be delivered no later than **10:00 A.M. on Thursday, February 23, 2023**. All proposals received after that time will be returned to the Proposer unopened.

The Proposer shall submit one (1) unbound single-sided copy on standard weight paper (no heavy weight paper or tabbed dividers), ten (10) printed bound copies, and one (1) flash drive containing a PDF file of your proposal to the City.

Proposals must be enclosed in a sealed envelope or package, addressed as noted above, bearing the Proposer's name and address clearly marked, **"Master Planning & Conceptual Design Services — La Vista Municipal Campus"**

#### 5. **Proposal Content & Order**

Please limit the response to twenty-five (25) pages. The submittal must include items below in the following order:

Section #1	Content
1	<b><u>Cover Letter</u></b> – Letter of interest, to include an understanding of the scope of services and firm's approach to delivering services related to the scope.
2	<b><u>Executive Summary</u></b> – Provide a brief summary of the Firm's understanding of the services requested, a summary of the Consultants related qualifications, and the Consultant's proposed approach to the services contemplated.
3	<b><u>Experience</u></b> – Provide a summary of 3 – 5 similar or relevant projects that the applicant has executed within the last ten years. Electronic links to full copies of similar or relevant plans are encouraged.
4	<b><u>Project Team &amp; Qualifications</u></b> – Indicate location of principal office that will be responsible for implementation of the contract and provide an organization chart indicating the staff members which might have responsibilities related to the project tasks. Indicate on the chart the names of the project manager and key personnel, their titles, and their responsibilities for both prime and sub consultants. Include a resume of each key staff member identified.
5	<b><u>Cost Proposal &amp; Billing Rate Sheet</u></b> – Provide a total estimated cost proposal along with an itemized billing rate schedule that identifies hourly rates for each proposed staff member and expenses. Include any cost-plus charges on sub-consultant work.
6	<b><u>Timeline</u></b> – Provide an estimated timeline for implementation of the Scope of Work required.
7	<b><u>References</u></b> – Provide a list of references for which firm has performed similar work. List should include client name, address, phone number and a brief description of the services provided.
8	<b><u>Proprietary Information Statement</u></b> – Provide a statement indicating that no materials included in the submitted RFP are proprietary. All submitted materials shall become the property of the City of La Vista.
9	<b><u>Liability Insurance</u></b> – Provide a statement that all required insurances will be in force at time of contract execution. The firm will be required to have professional liability insurance, worker's compensation insurance, professional liability insurance and vehicle coverage insurance at a minimum of one million per occurrence for each policy. Insurances must be primary and non-contributory, naming the City of La Vista as an additional insured and waiving subrogation rights.
10	<b><u>Additional Information</u></b> – Provide any additional information which firm would like to have considered.

Failure to provide all required submittals in completed form and/or a clearly marked original with original signatures may result in a proposal being found non-responsive and given no consideration. Proposals must be neat, complete, and fully address all information specified.



## Rights of the City of La Vista

This RFP does not commit the City to enter into a contract nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

### **The City reserves the right to:**

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening proposals for its own convenience;
- Remedy errors in the Request for Proposals process;
- Approve or disapprove the use of particular subconsultants;
- Negotiate with any, all, or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals; and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

An agreement shall not be binding or valid with the City unless and until it is approved by the City Council and executed by authorized representatives of the City and of the Proposer.

## RFP Timeline

The following table identifies the estimated dates/time frame for receipt, evaluation, and award of this work. Please note the following key dates when preparing your response to this RFP.

RFP Issued	January 17, 2023
Deadline for questions, clarifications	February 10, 10:00 A.M.
<b>Proposals must be submitted by</b>	<b>February 23, 10:00 A.M.</b>
Target Oral Interviews	Week of March 20
Final Selection & Begin Contract/Scope Development	April 4, 2023
Council Awards Contract	May 16, 2023

The City reserves the right to add, remove or combine steps in the timeline, and/or compress or extend the timeline as the City, in its sole discretion, sees fit.

## Evaluation of Proposals

All proposals will be reviewed for compliance with specifications including documented capability to perform the prescribed work in a satisfactory manner. Proposals, which appear to be compliant, will be evaluated in accordance with the following:

### Evaluation Criteria

- Key Personnel
- Project Experience
- Work Plan & Proposed Scope of Work
- Cost Proposal
- Proposed Timeline
- References
- Quality of Submittal

## Terms & Conditions

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue the RFP at its sole discretion. Additionally, the City may seek clarification or additional information from Proposers. Proposers shall verify if any addendum for this project has been issued by the City and shall respond to the final written RFP and any exhibits, attachments and amendments. It is the Proposer's responsibility to ensure that all requirements of contract addendum are included in their submittal. This RFP does not commit the City of La Vista to sign an agreement, award a contract, or to pay any costs incurred in the preparation of a response to this RFP. All documents, conversations, correspondence, etc. with the City are subject to the laws and regulations that govern the City. All Proposals submitted in response to this RFP become the property of the City and public records, and as such may be subject to public review.

The City reserves the right to reject any or all proposals and the right to waive minor irregularities in any proposals. Waiver of one irregularity does not constitute waiver of any other irregularities.

***Because this proposal is negotiable, all pricing data will remain confidential until after award is made, and there will be no public opening and reading of proposals.***

## Deliverables Required of Successful Contractor

The successful Proposer(s) shall negotiate and enter into a Professional Services Agreement with the City of La Vista and submit the following items:

- 1) City of La Vista business license; to be maintained throughout length of contract.
- 2) Copy of Certificate(s) of Insurance and endorsements in compliance with the City's requirements, including naming the City of La Vista as an additional insured.
- 3) Completed IRS W-9 tax form.
- 4) Sample contract.

## Communications Regarding RFP

After release of this RFP, all Proposer communications concerning this procurement must be solely directed to Pam Buethe. Unauthorized contact regarding the RFP with other employees, representatives, and/or officials of the City may result in disqualification.

All communications must be submitted in writing to Pam Buethe via email at [pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org).

Any oral communications will not be binding to the City or considered official.

Questions submitted will receive response in writing. Only written responses to written communications will be considered binding and official by the City. At its sole discretion, the City reserves the right to determine appropriate and adequate responses to written questions, comments, and requests for clarification.

Any data or factual information provided by the City shall be deemed as informational purposes only.

## Appendices

- Exhibit A — Master Facilities Plan (2009)
- Exhibit B — City Hall Space Program (2019 Update)
- Exhibit C — Vision 84