

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
AUGUST 2, 2017 AGENDA

Subject:	Type:	Submitted By:
PROFESSIONAL SERVICES AGREEMENT - STREETSCAPE PLAN FOR 84 TH STREET	◆ RESOLUTION ORDINANCE RECEIVE/FILE	CHRISTOPHER SOLBERG CITY PLANNER

SYNOPSIS

A resolution has been prepared to approve an agreement with Design Workshop to provide streetscape design services for the 84th Street corridor.

FISCAL IMPACT

The FY17/18 biennial budget provides finding for multiple potential public infrastructure improvements and associated services.

RECOMMENDATION

Approval.

BACKGROUND

In 2010, the City completed *A Vision Plan for 84th Street* (Vision 84), which included an extensive public process and the adoption of a master plan identifying the vision for 84th Street as the creation of a downtown for the community. *“The 84th Street corridor will be the 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 for residents.”*

The Vision 84 plan called for “Unique streetscape enhancements along 84th Street” as one of the goals of the master plan. The development of a detailed Streetscape Plan will provide a unique opportunity to re-engage residents and business owners in determining the look and feel of the City’s central core.

On April 4, 2017, the City Council authorized the advertisement for a Request for Proposals (RFP) for the preparation of a streetscape plan for the 84th Street corridor. The City received four proposals. On July 5, 2017, the City Council approved the selection of Design Workshop as the firm to provide streetscape design services for the 84th Street corridor and authorized staff to negotiate a detailed scope of work and terms of an agreement, which are attached.

The project has been divided into two phases, with phase one consisting of the process to determine and select a preferred streetscape plan. The proposed cost for phase one is \$241,035.00. Phase two would consist of final design and preparation of construction plans. After a design has actually been approved, a cost for phase two services will be negotiated and brought back to Council for approval.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING AN AGREEMENT WITH DESIGN WORKSHOP, DENVER, COLORADO, TO PROVIDE STREETSCAPE DESIGN SERVICES FOR THE 84TH STREET CORRIDOR.

WHEREAS, the Mayor and City Council of the City of La Vista have determined that professional streetscape design services for the 84th Street corridor are necessary; and

WHEREAS, an RFP process was completed and on July 5, 2017, the City Council selected Design Workshop as the firm to provide said streetscape design services; and

WHEREAS, in conjunction with Design Workshop staff has determined a detailed scope of work and terms of an agreement that identify two phases for this project; and

WHEREAS, the FY17/18 Biennial Budget contains funding for multiple potential public infrastructure improvements and associated services; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secures Council approval prior to authorizing any purchase over \$5,000.00,

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska do hereby approve an agreement with Design Workshop, Denver, Colorado, to provide streetscape design services for the 84th Street Corridor at a phase one cost of \$241,035.00 and a phase two cost to be negotiated at a later date for Council approval.

PASSED AND APPROVED THIS 2ND DAY OF AUGUST 2017.

CITY OF LA VISTA

ATTEST:

Douglas Kindig, Mayor

Pamela A. Buethe, CMC
City Clerk

SCOPE OF SERVICES

PHASE ONE

Task 1 | Existing Context Survey + Mapping

The general objective for this phase of the work is to develop a thorough understanding of the work that has been completed to date, become familiar with the site, and develop a preliminary understanding of the development program.

Task 1.1 – Boundary and Topographic Survey

To be completed by others. Not included in this scope of work.

Task 1.2 - Base Map Creation

Our team will create a project Base Map that will include all survey information (provided by others) as well as a high resolution aerial image. This map will include the information outlined in the RFP. In addition our team will collect future development plans and park plans and overlay those elements onto the base map to create an existing conditions and future conditions representation.

Task 1.3 - Site Inventory and Analysis

Our team will inventory the existing conditions of the corridor. Specifically we will create a more experiential and human comfort analysis which will outline things such as views, noise, existing tree canopy, walking distances and how these impact overall placemaking. We will review the City of La Vista and NDOR streetlighting standards and codes and will inventory the existing roadway and pedestrian lighting (if present). We will verify the type, size and condition of existing irrigation system equipment & meet with the City's operation and maintenance representative to gather information on future irrigation system requirements and equipment preferences. This task will also be used to establish special circumstances that the design will need to react to such as connections to adjacent properties, parks, etc. This site analysis will also help our team establish performance goals to utilize later within the design process.

Task 1.4 - Transportation Inventory and Analysis

After our team gathers exiting data we will create a baseline report that describes the LOS (Level Of Services) for vehicles, pedestrians and cyclist. This LOS evaluation for the corridor will be utilized to make decisions in regard to traffic changes, lane widths, bus stop locations, etc. While we understand the majority of this project is dealing with elements from back-of-curb to right of way we believe it is critical to understand and analyze the entire street right of way. This will be critical when looking at future mass transit accommodations and understanding how future development will impact the design of the street and traffic functions. Specifically we will collect and review available local, regional and Nebraska DOT traffic, bicycle and pedestrian counts. We will review available existing signal timing plans. We will analyze existing roadway and intersection Level Of Service (LOS), along with LOS for bicyclists and pedestrians, and review queue lengths and potential queue blocking issues. In addition we will review the existing standards for key design parameters such as lane width based on available traffic forecasts. We will review existing service levels and ridership on Metro Route 93 along with short-range and long-range transit plans. Review development proposals along the corridor to assess potential future access points

Task 1.5 – Signage and Wayfinding Inventory and Analysis

Our team will document the existing signage and wayfinding elements present within the study area. We will summarize the various regulatory requirements with jurisdiction and identify any deficiencies.

Task 1.6 - Sustainability Baseline/Goal Setting

We will analyze the existing site to create a series of baseline conditions for all aspects of the project such as water quality, pedestrian safety and comfort, maintenance cost and others. We will work with the City and community to then establish a series of performance goals that the design will be judged against. This process ensures that every decision we make builds upon the larger story and works toward agreed upon goals. All of this information will be layered into a sustainability matrix that will be utilized to determine specific strategies, responsibility and timeline. We will determine specific baseline criteria such as water use metrics which may then be compared to goals for reduced water use and irrigation maintenance requirements through engineered design implementation.

The following products will be prepared/delivered:

1. Base Map (Digital and Printed)
2. Site inventory and analysis report
3. Signage and Wayfinding inventory and analysis report
4. Transportation inventory and analysis report
5. Sustainability baseline matrix

Task 2 | Meetings

Our team is committed to providing clear and continuous communication throughout this process through regular face-to-face meetings and digital communication on a consistent basis throughout the duration of the project. We believe in, and practice a collaborative design process where clients become part of the design team. Ultimately this process is more fun for everyone and leads to a better product. Our team believes that having a robust community engagement process will be important for this project. As part of our strategic kick-off meeting we will develop a public engagement plan for presentation and comment.

Task 2.1 - Strategic Kick -Off Meeting

Our team will facilitate a daylong kick off project that is centered around introductions and solidifying the project schedule and process. We will work through the Design Workshop project management plan together at the Strategic Kick-off Meeting. At this time we will confirm roles and responsibilities, communication procedures, any potential risks the project may face and how to mitigate these risks. Our team will present our full public engagement and stakeholder involvement strategy for further discussion. We will discuss, in detail, the project schedule and the various approvals needed at each major milestone. We will then facilitate targeted sessions with our subject experts to discuss key topics such as pedestrians, traffic, water quality, aesthetics, transportation, etc. These individual discussions will then be synthesized into a series of draft project goals. Our team will work with the City's project manager to plan a site tour that is both engaging and beneficial to everyone.

Task 2.2 – Stakeholder Engagement Work Session (1)

Our team proposes to conduct a daylong stakeholder engagement work session to ensure we begin the project hearing from all interested members of the community, business owners, City staff, City Council members and Planning Commission members. We will plan and facilitate a series of small focus group meetings throughout the day to listen and collect the issues most important to the community. This information will be collected and presented back at the various technical and public meetings.

*City is responsible for booking venue and providing refreshments as needed.

Task 2.3 - Citizen Advisory Group Meetings (2)

Our team proposes to formalize a citizen advisory group which could consist of between 10 and 15 business owners, property owners and other community representatives. This group would meet once during Task 3 and once during Task 4 and would be responsible for guiding the direction of the design process and the information that is taken to the larger public.

*City is responsible for booking venue and providing refreshments as needed.

Task 2.4 - Technical Advisory Group Meetings (3)

Our team proposes to develop a formalized technical advisory committee consisting of representatives from the various city departments and NDOR to meet once during Task 1, Task 3 and Task 4 to review technical issues associated with the project.

*City is responsible for booking venue and providing refreshments as needed.

Task 2.5 - NDOR Meetings (2)

Our project team member Shermmer has strong working relationships with NDOR and will lead the coordination with this group. We have proposed to have a representative of NDOR in the Technical Advisory Group described above but we understand that there will need to be specific individual meetings to discuss larger issues.

Task 2.6 - Public Workshop #1

Our team has organized our community engagement strategy into 2 major public meetings. The first public meeting will occur after the site analysis and baseline measurement phase. Our team will use this meeting to present the findings from Task 2.2 and to gather data from the community and demonstrate key planning and design concepts, including wayfinding and signage best practices. We will create a series of interactive exercises such as live polling presentations to gather feedback on what is most important to the community. This information will then be utilized in the creation of three (3) distinct alternatives.

*City is responsible for booking venue and providing refreshments as needed.

Task 2.7 - Public Workshop #2

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The second public meeting that we propose is to review the conceptual plan alternatives and signage and wayfinding concepts. Our team would again utilize interactive exercises to weigh the various aspects of each plan to then create a preferred alternative.

*City is responsible for booking venue and providing refreshments as needed.

Task 2.8 - Draft + Final Plan Reviews (2)

Our team will provide document reviews at the 50% design (in person) and 90% (via GoTo Meeting) design stages. We will prepare and deliver documents for review one week before each review meeting. Our team will then facilitate a review meeting in which we will cover each reviewing department. We will utilize Design Workshop Standards for quality control reviews that will help facilitate multidepartment reviews in an efficient manner.

Additionally, before any deliverable being review by the City our internal team will complete a thorough internal review process that we have developed over five decades of building complex landscape architectural projects. Our senior quality review specialist, Jamie Fogle, will review every discipline's drawings for correctness and consistency.

Task 2.9 - Digital Outreach

Our team will provide graphic and written content to the City for inclusion on the city website. Additionally, we believe that there is an opportunity to utilize social media and online survey as another way of gathering additional public input. Our team will work with the city to define what we believe to be the best use of project funds. This service would be covered within our base price and would be considered part of our community engagement process if the city would like to do this.

The following products will be prepared/delivered:

1. Documentation of critical success factors and project goals
2. Project management plan
3. Project schedule/workplan
4. Public participation plan
5. Meeting agendas and records of all project meetings
6. All illustrative materials for meetings and public presentations
 - a. All illustrative materials produced for the purpose of the above tasks would be made available to the City for their use in any internal or external communication. The design of such communication is not included in this scope of work.

Task 3 | Conceptual Illustrative Plan

Task 3.1 - Conceptual Plan Alternatives

Based on the feedback from the first public meeting, various coordination meetings, and a detailed site analysis and project goal process our team will develop three concept alternatives. We will utilize high quality plan renderings, sections, perspectives and diagrams to demonstrate the aesthetics and function of each option. Our team will evaluate and provide evidence for how each option either responds to or deviates from project goals that have been defined. We think that it is important for this process to explore different alternatives for different aspects of the project. To that end, we believe that each alternative must differ in fundamental decisions in order to accurately gauge the desires of the community and the feasibility of various ideas.

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Task 3.2 - Opinion of Probable Cost

Our team will prepare a high level Opinion of Probable Cost for each alternative that is vetted through recent construction and bid numbers throughout the Midwest.

Task 3.3 - Develop Urban Design Kit of Parts

During this Conceptual Plan creation, our team will develop a kit of parts for all aspects of the project including hardscape, landscape, street trees, street furniture, public art, lighting, signage and documentation that can be evaluated in conjunction with each alternative. This kit of parts will be overlaid onto a character zone map to determine where consistency happens and where individual moments might happen.

The following products will be prepared/delivered:

1. Three (3) Conceptual Streetscape Alternatives
 - a. Illustrative Plans, Sections, Perspectives and Diagrams as needed to depict design. Printed and Digital Copies
2. Three (3) Conceptual Alternatives for the "Iconic Bridge-Like Feature"
 - a. Illustrative Plans, Sections, Perspectives and Diagrams as needed to depict design. Printed and Digital Copies
3. Sketch Up Model of Design with Surrounding Context, Urban Design Kit of Parts Book (8.5"by 11")
4. Opinion of Probable Cost

Task 4 | Selection of Preferred Streetscape Plan

Task 4.1 - Schematic Design Plans

Based on the public input from the second public meeting our team will create a detailed schematic design plan which will utilize detailed illustrative plans, sections, perspectives and details to demonstrate all aspects of the project including overall streetscape design and the design of unique project conditions such as the bridge and underpass condition at Civic Center Park and any pocket park areas along the corridor. These drawings will be used for detailed coordination. This schematic design package will also include cut sheets and product data for various materials and products. Site landscape data obtained will be verified and utilized to develop long-term site water use estimates.

Task 4.2 - Schematic Design Opinion of Probable Cost

Our team will prepare a high level Opinion of Probable Cost that is vetted through recent construction and bid numbers throughout the Midwest.

The following products will be prepared/delivered:

1. Illustrative Plan of the Preferred Streetscap Plan
2. Illustrative Sections (up to 4)
3. Perspectives of the selected streetscape concept (up to 3)
4. Perspectives of the selected "Iconic Bridge-like Feature" (up to 3)
5. Diagrams as needed to depict design
6. Sketch Up Model of Design with Surrounding Context
7. Opinion of Probable Cost

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The Schematic Design package will include:

1. Cover Sheet
2. Table of Contents
3. Context Framework
4. Sustainable Design Process
5. Illustrative Site Plan
6. Materials Palette
7. Site Grading and Drainage Plan
8. Planting Plan
9. Planting Palette
10. Illustrative three-dimensional perspectives
11. Preliminary Project Descriptions
12. Civil/Roadway Improvements Plan Series
13. Utility Series
14. Water Quality Plan Series
15. Lighting Plan Series
16. Irrigation Plan Series
17. Signage and Environmental Graphics Plan Series

PHASE TWO

Task 5 | Final Design and Construction Plans

Task 5.1 - Design Development

Our team will create a 50% construction plan set for review by the City and NDOR. Our team will have internal check points and 15% and 30% design before an external review of the documents. Our set will be formatted based on City and NDOR standards. As part of the design development task we will prepare outline specifications for review.

Task 5.2 - Construction Documents

Our team will produce a 90% review set before submitting final documents. This 90% set would represent the set that is reviewed by the Streetscape Committee. After this final review we will produce 100% Construction Documents ready for bid. This package will include:

- General Information Series
- Site Protection and Tree Removal Plan Series
- Grading, Erosion and Sediment Control Plan Series
- Demolition Plan Series
- Grading Plan Series
- Civil/Roadway Improvements Plan Series
- Utility Series
- Water Quality Plan Series
- Roadway Detail Series
- Site Materials Plan Series
- Site Layout Plan Series
- Landscape Grading Series
- Reference Sections Series
- Site Details Series
- Tree Planting Plan Series

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- Shrub and Ground Cover Plan Series
- Soil Preparation Plan Series
- Landscape Detail Series
- Lighting Plan Series
- Electrical Plan Series
- Lighting and Electrical Details
- Irrigation Plan Series
- Irrigation Details
- Signage and Environmental Graphics Plan Series
- Signage and Environmental Graphic Design Details
- Preparation of the project Bid Tab in the required format.
- Preparation of a final opinion of probable project cost.

Task 5.3 -CSI Specifications

Our team will prepare a full project manual in CSI format for all scope items listed above. The City is responsible for Section 1 General Conditions.

Task 5.4 - Bid Tabulations

Our team will prepare a final quantity tabulation with associated estimated cost for use by the City in Bidding and Negotiation.

The following products will be prepared/delivered:

1. 50% Construction Documents (100% Design Development) Review Set
2. 90% Construction Document Review Set
3. Project Manual
4. Bid Tabulations
5. Full packaged CAD drawings (plans+details)
6. Three (3) Printed Plans Sets and Specs
7. Opinion of Probable Cost

Task 6 | On-Going Corridor Management

Task 6 can be removed from the Scope of Work if the City deems unnecessary however, based on previous experience we believe that this will be a valuable addition to the project and will provide a long-term guiding package to make decisions about development along the corridor during the future.

Task 6.1 - Access Management Plan/ Urban Design Guidelines

We understand that a lot will be changing along this corridor and it will be critical to ensure that the design of 84th Street stays intact. Our team can prepare highly level design guidelines for anticipated conditions that will happen along the corridor. This would include how buildings plug into the project and how property access is managed. This can be completed in conjunction with or after the construction document phase.

Task 6.2 - Operations + Maintenance Plan

Our team will prepare a high-level maintenance and operations package that identifies best practices and process so that the level of commitment needed is used to inform the design. This task should happen in conjunction with the schematic design phase.

The following products will be prepared/delivered:

1. Corridor Management Plan Booklet (Color 11" by 17")

**Our team has the full capabilities to assist the city in a bidding a negotiation task as well as serve through the construction observation phase of work should that scope be needed. That fee and scope would be estimated at the end of this contract.*

CONDITIONS AND EXCLUSIONS

Client shall provide the following information or services as required for performance of its services. Design Workshop assumes no responsibility for the accuracy of such information or services provided by Client, and shall not be liable for errors or omissions therein. Should Design Workshop be required to provide services in obtaining or coordinating compilation of this information, such services shall be billed as Additional Services.

In order to begin services, we will require the following information:

1. Topographic field surveys of the property which include but are not limited to the property lines, easements, utilities, structures, buildings, one (1) foot contours intervals, etc.
2. A copy of soils/geology reports.

The following items are excluded from the proposed scope of services:

1. Structural design of any required retaining walls as part of the construction documents
2. Construction management
3. Construction stakeout
4. Plan review fees
5. Recordation fees
6. Preparation of an environmental assessment
7. Any wetlands or hazardous materials delineation, review, permitting analysis, design or coordination with state or federal agencies
8. Street signage or pavement marking plans
9. Coordination and documentation of LEED certification
10. Marketing and collateral materials such as renderings, graphics, etc. not listed in the scope of services
11. Deductive or additional change orders requested by Client after the completion of construction documents
12. The observation and administration of construction for discrete projects or items which may begin prior to completion of schematic design or design development
13. Services required as a result of the default or insolvency of the contractor
14. Preparation of record drawings or of measured drawings of existing conditions
15. Additional time required in the construction observation phase other than the hours indicated in the Basic Services of the agreement.
16. Additional meetings other than the number indicated in Task 2 of the agreement.
17. Base mapping and existing conditions survey provided by others. Design Workshop is not responsible for errors in data used in the project work supplied by others.
18. All final deliverables at each phase shall be in electronic format unless otherwise noted
19. Branding/ Naming/ Logo Development.

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20. Site/ ALTA or Wetland or Tree Surveys and/or reports
21. Infrastructure/ Utility Surveying and/or Reports
22. Architectural Design
23. Fiscal Impact Analysis/ Model
24. Financial Analysis and Report
25. Project Website coding and development
26. Development of custom luminaries
27. Equipment selection and controls design for dynamic lighting effects
28. Development of artwork that utilizes art as a medium
29. Design of irrigation booster pump
30. No private irrigation system design

PROJECT TEAM

Design Workshop typically organizes projects in a team format with key responsibilities divided between the Principal-in-Charge and project manager. The key team members for your project are listed below:

Principal-in-Charge – Robb Berg

Robb will serve as Principal-in-Charge of the 84th Street Streetscape project and will have primary responsibility for the overall content and quality of the services performed by Design Workshop and our consultant team.

Project manager – Micah Giardetti

Micah will serve as the project manager for the 84th Street Streetscape project. His responsibilities will include the coordination of Design Workshop's in-house design team as well as regular communication and coordination with all members of Design Workshop's consultant team.

SCHEDULE

Design Workshop is prepared to begin services immediately upon receipt of a signed copy of this proposal from an authorized owner's representative. At this time, the following generalized schedule is anticipated:

Tasks one through six are anticipated to take 36 weeks from start to finish.

PHASE ONE

Task One: 08/01/2017 – 09/15/2017
Task Two: 08/01/2017 – 03/31/2018
Task Three: 09/15/2017 – 10/15/2017
Task Four: 11/01/2017 – 12/15/2017

PHASE TWO

Task Five: 01/01/2018 – 03/15/2018
Task Six: 03/15/2018 – 03/31/2018

FEES AND EXPENSES

1. Basic services

Compensation to Design Workshop for the services described herein and in accordance with the conditions of this agreement shall be for a not to exceed amount for all labor and expenses.

The estimated fees are as follows:

PHASE ONE

Task One	Existing Context Survey + Mapping	\$ 48,920.00
Task Two	Meetings	\$ 73,130.00
Task Three	Conceptual Illustrative Plan	\$ 63,740.00
Task Four	Selection of Preferred Streetscape Plan	\$ 55,245.00
Total Professional Fees PHASE ONE (labor only)		\$241,035.00

PHASE TWO

Task Five	Final Design and Construction Plans
Task Six	On-going Corridor Management

2. REIMBURSABLE EXPENSES

Estimated reimbursable expenses: \$33,250

Reimbursable Expenses are in addition to compensation for Basic Services. Reimbursable expenses incurred by Design Workshop and consultants directly related to the project such as, but not limited to, travel, photography, telephone charges, video conference charges, and printing expenses shall be billed at Design Workshop's cost.

3. ADDITIONAL SERVICES

Services in addition to those described above are to be compensated on a Time and Materials basis per Design Workshop's current published rate schedule. Additional services will include (but are not limited to) redesign of previously approved work, major revisions to program and/or expansion of scope of services. Whenever practical, changes, additions, or modifications to the scope of services shall be authorized by written change request; however, the absence of such a written change order shall not act as a bar to payment of fees due Design Workshop, provided the change was in fact approved and ordered by the Client.

PAYMENT TERMS

1. This is a not to exceed contract and will be billed monthly as a percentage completed for each phase of the work.
2. Invoices will be mailed from Design Workshop's office by the 10th of each month. Invoices are payable within 60 days of the date of billing. Invoicing shall be specific to each major task and will describe the completed portion of the services.

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ACCEPTANCE

1. This Agreement is entered into between Design Workshop, Inc. and the City of La Vista.
2. If this contract meets with your approval, please sign below and return one (1) copy for our file.
3. If this agreement is not accepted within two (2) months from the date of receipt, the offer to perform the described services may be withdrawn and Design Workshop may renegotiate this proposal.
4. The Client agrees that they have read and understood the Contract Provisions attached hereto and incorporated herein by reference.

DESIGN WORKSHOP, INC.

By: R.D.B. Date: July 26, 2017
Title: Principal

APPROVED BY CITY OF LA VISTA:

By: _____ Date: _____
Title: _____