

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
FEBRUARY 6, 2018 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AUTHORIZE REQUEST FOR LETTERS OF INTEREST-SEWER RATE STUDY	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER/ASSISTANT PUBLIC WORKS DIRECTOR

**SYNOPSIS**

A resolution has been prepared authorizing a Request for Letters of Interest for engineering services necessary to perform a sanitary sewer rate study for the FY20 through FY24 time period.

**FISCAL IMPACT**

The FY19/20 Biennial Budget process will request funds for the rate study from the Sewer Fund.

**RECOMMENDATION**

Approval

**BACKGROUND**

The present La Vista Sewer Rate Study is valid for the FY 15 through FY 19 period. The City of Omaha has a rate study in progress that will establish rates for the next five year period after 2018. The City of Omaha treats sewage and bills La Vista for this service. The rate study is planned for completion by April 2019 so recommendations are available to update the FY20 Sewer Fund budget.

After letters of interest are received, they will be evaluated by staff and a Request for Proposals will be sent to those firms found to be most suitable to perform the rate study. City staff will evaluate the proposals that are received, conduct interviews if necessary, make a selection, and negotiate a proposed fee with the selected firm. The recommendation will be brought to the City Council for approval.

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

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA,  
NEBRASKA AUTHORIZING A REQUEST FOR LETTERS OF INTEREST FOR ENGINEERING  
SERVICES TO PERFORM A SEWER RATE STUDY**

**WHEREAS, the Mayor and Council have determined that it is desirable to take letters of interest for engineering services to perform a sewer rate study; and**

**WHEREAS, information has been prepared for the request for letters of interest; and**

**WHEREAS, the FY19/20 Biennial budget process will request funds for the rate study; and**

**NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the a request for letters of interest for engineering services to perform a sewer rate study and the City Clerk is hereby authorized to advertise for the request for letters of interest in accordance with the information prepared by staff, and said letters of interest are due by 3:00 p.m. March 7, 2018, at City Hall, 8116 Park View Blvd., La Vista, Nebraska 68128.**

**PASSED AND APPROVED THIS 6TH DAY OF FEBRUARY, 2018.**

**CITY OF LA VISTA**

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**Douglas Kindig, Mayor**

**ATTEST:**

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**Pamela A. Buethe, CMC  
City Clerk**

**Request for Letters of Interest  
Sewer Rate Study  
City of La Vista, Nebraska**

**The City of La Vista (“City”) is seeking letters of interest for conducting a sanitary sewer rate study within the City’s Wastewater Service Area. Letters of interest 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 February 7, 2018 until 3:00 pm on March 1, 2018.**

**All letters of interest 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 performing the study 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 letters of interest are also available on the internet at:  
<http://www.cityoflavista.org/Bids.aspx>**

**PUBLISH: February 14, and February 21, 2018**



## REQUEST FOR LETTERS OF INTEREST

### Sewer Rate Study

8116 Park View Blvd

La Vista, Sarpy County, Nebraska

Letters Due: 3:00 pm, March 1, 2018

February 6, 2018

**City Hall**  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
p: 402-331-4343  
f: 402-331-4375

**Community Development**  
8116 Park View Blvd.  
p: 402-593-6400  
f: 402-593-6445

**Library**  
9110 Giles Rd.  
p: 402-537-3900  
f: 402-932-6352

**Police**  
7701 South 96th St.  
p: 402-331-1582  
f: 402-331-7210

**Public Works**  
9900 Portal Rd.  
p: 402-331-8927  
f: 402-331-1051

**Recreation**  
8116 Park View Blvd.  
p: 402-331-3455  
f: 402-331-0299

[www.cityoflavista.org](http://www.cityoflavista.org)  
[info@cityoflavista.org](mailto:info@cityoflavista.org)

## **General Information**

### **Request for Letters of Interest**

The City of La Vista ("City") is seeking letters of interest from prospective qualified consultants to conduct Sanitary Sewer rate studies within the City of La Vista Wastewater Service Area.

Letters of interest 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 February 7, 2018 until 3:00 pm on March 1, 2018. Letters of interest shall be clearly marked "Letter of Interest-Sewer Rate Study-City of La Vista, Nebraska."

**Submit one (1) original and six (6) copies of the letter of interest including attachments in a sealed envelope marked as noted above.**

This complete Request for Letters of Interest must be received from John M. Kottmann, La Vista City Engineer, 9900 Portal Road, La Vista, NE 68128, (402) 331-8927, [jkottmann@cityoflavista.org](mailto:jkottmann@cityoflavista.org) or via the internet at <http://www.cityoflavista.org/Bids.aspx> All requests for clarifications or additional information concerning this request must be made to the City Engineer as identified above.

**Contact with any other City of La Vista ("City"), employee, elected official, or other individuals or organizations associated with the proposed Project may result in disqualification.**

Letters of Interest must be sent to:

City of La Vista  
c/o of Pam Buethe, City Clerk  
8116 Park View Blvd.  
La Vista, NE 68128

Letters of Interest not addressed and delivered to the above person will not be considered.  
Letters of Interest received after the above stated time and date will not be considered.

The City will not be liable for costs incurred by consultants for letter of interest preparation, printing, demonstration, or any other costs associated with or incurred in reliance on letter of interest creation. All such costs shall be the responsibility of the consultant.

**Procedures for Evaluation and Determination of Prequalification:**

1. Evaluation for prequalification will be done by the City Engineer or City Administrator of the City of La Vista or other persons or advisors, as determined by the City Engineer or City Administrator (together "Authorized Person(s)"). After evaluation the Authorized Person(s) will prepare letters informing consultants of their prequalification status. The Request for Proposal shall be sent to the prequalified consultant's selected based on information submitted to the City in response to this request for letters of interest. Only those consultants who receive written notice of prequalification will be eligible to respond to the Request for Proposal.
2. The following factors, where applicable, will be used by the Authorized Person(s) to determine a consultants' prequalification status:
  - a. Understanding of services required to perform the requested study
  - b. Ability to meet the requirements, timeline and schedule for the study as described in this request
  - c. Services proposed
  - d. Ability, capability and skills of the person identified to perform the sewer rate study
  - e. Character, integrity, reputation, judgment, and experience of the consulting firm
  - f. Quality and history of previous performance on similar studies
  - g. Study organization and personnel resources
  - h. Study management and methods
  - i. Such other information as may be secured having a bearing on the selections

**Terms and Conditions:**

Below are the proposed terms and conditions for the contract, which are subject to further negotiation. All general terms and conditions approved in the final contract shall be consistent with nationally recognized models of general terms and conditions which are standard in engineering practices in Nebraska.

1. Information, Discussion, and Disclosures:
  - a. No interpretation of the meaning of the request for letters of interest, or other documents, nor correction of any ambiguity, inconsistency, or error therein will be made orally to any consultant.
  - b. Every request for such interpretation or correction should be in writing, addressed to the City Engineer, John M. Kottmann, (402) 331 8927, or email to: [jkottmann@cityoflavista.org](mailto:jkottmann@cityoflavista.org)
2. Confidentiality of Documents:

The City considers all information, documentation and other materials submitted in response to this request to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under Neb. Rev. Stat. & 84-712.01.

Any "proprietary, trade secret, or confidential commercial or financial" information must be clearly identified, in a separate sealed envelope, at the time of submission. As a condition of the City deciding to withhold any such information from disclosure, the consultant at its cost will be required to fully indemnify, hold harmless and defend, in all forums, any decision of the City refusing to produce such information; otherwise, the City will make such information public.

### **General Project Description**

The intent of the studies is to independently assess and evaluate sewer rates and provide recommendations. The broad objective of the study is to adequately fund sewer operations and capital costs while minimizing rates to the greatest degree possible. The study is expected to involve the following tasks:

1. Review sewer fund performance for FY15 through FY18
2. Evaluate sewer rates for regulatory compliance
3. Determine revenue requirements for all sewer fund expenditures
4. Consult City Staff for projections of capital expenditures
5. Prepare not less than three alternative rate scenarios for FY20 through FY24
6. Identify options for further study to reduce costs related to sewer use fees
7. Attend a public hearing at a City Council meeting followed by a recommendation for rates to be adopted

### **General Timeline**

It is expected that the selection process and awarding of a contract will be completed by October 1, 2018. The Study is to be completed by April 1, 2019.

#### **A. FIRM INFORMATION (Limit section to two (2) pages**

1. Briefly describe the organizational structure of the firm for which the letter of interest is being furnished. Include the name and address of the firm, the location of firm's office (principal office) from which most work will be directed, the proximity of the firm's corporate headquarters/home office to the job site, and the type of business (e.g. corporation, partnership, individual, joint venture, or other).
2. Provide a brief summary of the history, reputations, integrity, capability and character of the firm. Include the number of years the firm has been providing consultation services as a consultant at the principal office location indicated above.
3. Include a summary of the firm's personnel employed in the firm's office for which this information is being furnished.

**B. RELEVANT PROJECT EXPERIENCE (Limit section to three (3) pages)**

1. Provide a list and description of at least three (3) relevant projects of a similar scope and complexity for which the firm has provided or is providing consultation services under similar type contracts which are most related to the services required for this Study. Include contact references for each of the projects described.

**End of RFI**