

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 1, 2014 AGENDA**

Subject:	Type:	Submitted By:
AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS – COMPREHENSIVE PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	ANN BIRCH COMMUNITY DEVELOPMENT DIRECTOR

SYNOPSIS

A resolution has been prepared authorizing the advertisement of a Request for Proposals (RFP) for the preparation of a new Comprehensive Plan for the City of La Vista.

FISCAL IMPACT

The FY 13/14 Budget provides funding for this project. The project will carry over to the next fiscal year and will require funding in the FY 14/15 budget.

RECOMMENDATION

Approval.

BACKGROUND

Nebraska statutes require that zoning and building regulations “be in accordance with a comprehensive development plan which shall consist of both graphic and textual material and shall be designed to accommodate anticipated long-range future growth which shall be based upon documented population and economic projections. The comprehensive development plan shall, among other possible elements, include:

- (1) A land-use element which designates the proposed general distributions, general location, and extent of the uses of land for agriculture, housing, commerce, industry, recreation, education, public buildings and lands, and other categories of public and private use of land;
- (2) The general location, character, and extent of existing and proposed major roads, streets, and highways, and air and other transportation routes and facilities;
- (3) The general location, type, capacity, and area served of present and projected or needed community facilities including recreation facilities, schools, libraries, other public buildings, and public utilities and services;

(4) When a new comprehensive plan or a full update to an existing comprehensive plan is developed on or after July 15, 2010, but not later than January 1, 2015, an energy element which: Assesses energy infrastructure and energy use by sector, including residential, commercial, and industrial sectors; evaluates utilization of renewable energy sources; and promotes energy conservation measures that benefit the community. This subdivision shall not apply to villages; and

(5)(a) When next amended after January 1, 1995, an identification of sanitary and improvement districts, subdivisions, industrial tracts, commercial tracts, and other discrete developed areas which are or in the future may be appropriate subjects for annexation and (b) a general review of the standards and qualifications that should be met to enable the municipality to undertake annexation of such areas. Failure of the plan to identify subjects for annexation or to set out standards or qualifications for annexation shall not serve as the basis for any challenge to the validity of an annexation ordinance.

Regulations shall be designed to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to secure safety from flood; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements; to protect property against blight and depreciation; to protect the tax base; to secure economy in governmental expenditures; and to preserve, protect, and enhance historic buildings, places, and districts.

Such regulations shall be made with reasonable consideration, among other things, for the character of the district and its peculiar suitability for particular uses and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout such municipality.”

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La Vista’s *Comprehensive Plan 2007* was adopted in 1997 and has been subsequently amended on multiple occasions. At this time an overall update is needed that will address the future of the community and establish strategic goals in order to solve problems and seize opportunities.

The process for developing the new Comprehensive plan will include multiple ways of engaging the public and allowing the community to understand constraints and consequences when making decisions that balance public costs and benefits.

Of primary importance is the development of an implementation plan / strategic plan to chart the future of the city for the next 10 years, building on the City Council’s current strategic plan. The new strategic plan will translate the vision into overall goals with specific action steps, and include recommendations for policy updates or ordinance amendments.

The proposed schedule for the RFP and consultant selection process is the following:

Release Request for Proposal:	April 2, 2014
Proposal Responses Due:	May 30, 2014
Finalists Notified:	June 6, 2014
Interviews / Reference Checks Completed:	June 23, 2014
Final Selection:	June 27, 2014
Contract Awarded:	August 5, 2014
Work Begins:	August 6, 2014

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTIZING OF THE REQUEST FOR PROPOSALS FOR THE PREPARATION OF A NEW COMPREHENSIVE PLAN FOR THE CITY OF LA VISTA.

WHEREAS, the Mayor and Council have determined that requesting proposals for the preparation of a new comprehensive plan for the City of La Vista is necessary, and

WHEREAS, the FY 2013/14 Budget provides funding for this project; and

WHEREAS, Proposals will be due May 30, 2014 with the approximate contract award date of August 5, 2014;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the advertising of the request for proposals for the preparation of a new comprehensive plan for the City of La Vista.

PASSED AND APPROVED THIS 1ST DAY OF APRIL, 2014.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

REQUEST FOR PROPOSALS

Comprehensive Plan City of La Vista, Nebraska

Purpose

The City of La Vista, Nebraska is seeking proposals for a Comprehensive Plan update from firms that are interested, experienced, and knowledgeable in preparing comprehensive plans and planning related documents.

Section 1: Background

About La Vista

The City of La Vista is situated southwest of the Omaha metropolitan area. The youngest city in Nebraska, La Vista is one of the fastest growing communities in the state. The City enjoys access from Interstate 80 and borders Omaha, Bellevue, Papillion, and Ralston. As of 2010, the projected growth area for La Vista indicates the community could be home to over 38,000 residents. La Vista's commercial areas are developing quickly in the western portion of the city with nationally recognized companies such as PayPal, Cabela's, Streck Laboratories, Rotella's Bakery, Yahoo, McKesson-Robbins, and an Embassy Suites and Marriott Courtyard Hotels and adjoining La Vista Conference Center.

Project History and Objectives

La Vista's **Comprehensive Plan 2007** was adopted in 1997 and has been subsequently amended on multiple occasions. At this time an overall update is needed that will address the future of the community and establish strategic goals in order to solve problems and seize opportunities.

In 2010, the City completed **A Vision Plan for 84th Street** which included an extensive public process to understand and address the challenges of a declining retail district. The "Vision 84" master plan identified that the vision for 84th Street is 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."*

In 2012, the City completed the **Civic Center Park Master Plan**. The park plan was a result of a "Vision 84" recommendation to transform an existing golf course into a signature park for the community. The park will provide a venue for a variety of community and leisure time activities and connect the proposed new mixed use City Center on the south with the existing civic

campus to the north, creating a new downtown for La Vista. The plan calls for the redevelopment of the golf course into a regional park complete with a lake, boat house, pavilion, amphitheater, trails, and improvements underneath 84th Street to connect the west and east sides.

In summary, the process of developing a new Comprehensive plan will be an opportunity for the community to address the new challenges that lie ahead and serve as a guide for the management of these challenges. While change may be inevitable, the decision to accept it does not have to be. Planning can serve as an influence and guide to produce the kind of community we want to live in. The Scope of Work outlines a process which will include multiple ways of engaging the public and allowing the community to understand constraints and consequences when making decisions that balance public costs and benefits.

Section 2: Overview of the Scope of Work

The following represents an overall framework for developing a new Comprehensive Plan for the City of La Vista through a collaborative process involving the governing body, city staff, the consultant team, and the community. The planning process will consist of *three phases*:

Phase 1

Plan Kickoff

In this initial phase, a "Plan for a Plan" will be prepared to define the specifics of how the Comprehensive Plan will be developed, followed by a variety of plan startup activities.

- **Participation Plan** – During this phase, public input will help to determine how to structure the Participation Plan. This plan will detail the number of meetings, other avenues for input, and the activities conducted throughout the process to engage the community in the development of the Comprehensive Plan. The Participation Plan will also identify the roles of citizen advisory committees, technical working groups, City Boards and Commissions, representatives of other jurisdictions, etc. The Participation Plan will look at effective practices used to boost participation and will be a model specific to La Vista.
- **Initial Open House** – A kick-off meeting will launch the community engagement efforts and begin a promotional campaign for the plan.

Phase 2

Vision and Plan Framework

This process will engage the community in asking and answering the following questions:

- **Vision** – What do we aspire to be as a community in 10, 20, 25 years and beyond?
- **Current Conditions and Trends** – What are we in the process of becoming? What will La Vista look like in 25 years if current trends continue?
- **Strategic Directions / Plan Framework** – What are the choices to change course in the direction of the vision? What policies and strategies will be most effective in realizing the goals of the community?

Phase 3

The Comprehensive Plan

- **Plan Elements** – While the plan will address the elements that must be included according to Nebraska statutes, interrelationships between the different elements related to key themes and the strategic directions identified during the vision and plan framework will be emphasized.
- **Implementation** – Of primary importance is the development of an implementation plan / strategic plan to chart the future of the city for the next 10 years, building on the City Council's current strategic plan. The new strategic plan will translate the vision into overall goals with specific action steps, and include recommendations for policy updates or ordinance amendments. This is intended to help shape decisions related to new development, redevelopment, city programs and services, merging or sharing services with other agencies, budgeting, and capital improvements, for example, for the next 10 years.

Section 3: Overriding Themes

For each of the three phases, an overview of what we will consider accomplishing in the major tasks and a draft outline of subtasks is listed in Section 4: Scope of Services. The overriding themes that must distinguish this entire process are:

- **Community Engagement** – The planning process will include multiple ways of engaging the public, designed to achieve two main goals. First, the process should engage the broadest possible range of constituencies within the community. This will require new tools and venues for soliciting input, as well as clear and accessible communication and education throughout the process so that all members of the public are able to make informed choices. And second, the process should go beyond *participation* and encourage citizens and civic leaders to *take ownership* of the plan through active support and involvement in implementation.

- **Sustainability** – The goals and policies of the plan should ensure that all elements of the built environment, including land use, transportation, housing, energy, and infrastructure, work together to provide a sustainable place for living, conducting business, working, and recreation, with a high quality of life. Urban development has the capacity to harm or enhance community livability, depending on the design and goals of individual projects as well as public policies and infrastructure investments. Plans for sustainable places set frameworks for transportation, land use, and housing that not only integrate goals for walkable neighborhoods, accessible and multimodal travel systems, and a range of housing types but also addresses new topics such as community health and wellness, energy conservation and efficiency, and others. The eight principles identified by the American Planning Association for best practices will serve as a guide:
 1. Livable Built Environment
 2. Harmony with Nature
 3. Resilient Economy
 4. Interwoven Equity
 5. Healthy Community
 6. Responsible Regionalism
 7. Authentic Participation
 8. Accountable Implementation
- **Implementation** – The planning process will include a strategic focus on implementation, resulting in the formulation of a realistic action agenda and benchmarks to measure progress in achieving the vision. To support this outcome, the process will engage community or regional stakeholders to build capacity and leverage resources through partnerships. The development of an implementation plan / strategic plan with specific priorities, actions, and responsibilities for implementing the Comprehensive Plan within realistic fiscal and regulatory constraints is the overriding goal.

Section 4: Scope of Services

Task A. Designing the Process

In this task, the consultant will work with City staff to initiate the project and prepare “A Plan for a Plan”, including specific roles and responsibilities, protocols for communication and outreach, a public participation plan which includes the community’s suggestions from two community engagement meetings which were conducted in April, and the size, composition, and role of a Comprehensive Plan Citizen’s Advisory Committee. The sub-tasks may include:

1. Project Start-Up Meeting

2. Tour of Study Area

3. Scope Refinement

4. Review Existing Materials

5. Project Organization / Work Program (Outline or Chart)

6. Public Participation Plan

The public participation plan, including the community's suggestions from two community engagement meetings, will be the document that specifies venues and tools for reaching out to the public. The number of public meetings or other methods for input will be determined, although modifications may be made during the planning process if needed.

7. Establish Citizen's Advisory Committee

The consultant will work with City staff to establish the Citizen's Advisory Committee for the Comprehensive Plan which is intended to include the governing body, representatives from each of the City's boards and commissions, residents, merchants, neighborhood associations, and etc. The Citizen's Advisory Committee will be appointed through a process as directed by the Mayor and City Council.

8. Base Map Preparation

9. Project Website

The City will maintain a project page on the City's website. The consultant will provide ongoing updates and content for the website as well as for newsletters and other public information channels.

10. Initial Open House

The consultant will conduct a kick-off meeting as an open house to launch the promotional campaign for the project, including project branding (theme and logo).

Task B. Beginning the Process

In this task, the consultant will provide briefings on the comprehensive planning process to various stakeholders (Mayor and Council, Boards and Commissions, staff, etc.), the Citizen's Advisory Committee will be given an orientation as to their role and responsibilities, and an initial discussion of key issues will be conducted with staff.

1. Stakeholder Briefings

2. Newsletter #1

The consultant will create a supplement to the CityWise quarterly newsletter identifying the opportunities for participation and input. This and subsequent newsletters will use the same format for project identification and will be posted on the project website.

3. Community Survey

The most opportune time to administer a community survey, if called for in the Public Participation Plan, is in conjunction with Newsletter #1. This gives participants an incentive to read both the newsletter and the survey and increases the response rate. The survey will be prepared by the consultant in a style compatible with the newsletter. The consultant will also post the survey on the website and have copies available to hand out during the Initial Open House.

4. Citizen's Advisory Committee Meeting #1

Task C. Engaging the Public

This task will begin the outreach to and education of the public, according to the Public Participation Plan. Examples could include tutorials on urban planning, city government, laws, examples of trade-offs associated with decisions made by city government, sustainability, urban design, etc. This will last throughout the life of the project so that citizens can join in the discussion of the plan development at any time.

Task D. Vision

In this task, outreach activities will be conducted to elicit citizen values and aspirations for the future. This will include community forums to be held in locations throughout the community focused on issues and aspirations. Similar exercises will be conducted through community surveys, made available on the project website and in other venues, and as identified in the Public Participation Plan. The results will be made available for public review, will be used to draft a vision statement to define and describe the future City of La Vista, and serve as a guide for the Comprehensive Plan.

1. Community Forum Series #1 (Issues and Aspirations)

2. Newsletter #2

3. Tabulation of Results – Elements of a Vision

4. Citizen Advisory Committee Meeting #2 – Vision Statement Development

5. Stakeholder Briefings

6. Vision Statement Refinement

7. Vision Statement Adoption

A joint workshop meeting of the stakeholders (Mayor and Council, Boards and Commissions, staff, etc.) will be held to finalize the vision which will represent the destination to guide the Comprehensive Plan.

Task E: Plan Framework

This task will provide information to help guide the choices which will be made if a change of course is needed in the direction of the vision, and identify what policies and strategies will be most effective in realizing the goals of the community.

1. Inventory / Current Conditions

An inventory of existing conditions and current trends will be conducted concurrent with the community visioning process. Current conditions will be addressed by assembling pertinent information, such as:

- Regional Context
- Demographics and Socioeconomics
- Land Use
- Housing and Neighborhood Conditions
- Economic Indicators
- Transportation Networks
- Infrastructure Systems
- Environmental Resources
- Energy Conservation and Efficiency
- Recreation and Open Space
- Public Facilities and Services
- Community Character and Urban Design
- Other factors as may be identified

2. Trends / Scenario Development

As the existing conditions and current trends are identified, scenarios will emerge to depict what La Vista will look like in 10, 20, 25 years and beyond. These scenarios will be compared to the Vision and may indicate the need to change course in the direction of the vision. Based on this comparison, one or more alternative scenarios will be developed to highlight choices available to move the City in the direction of the future envisioned by the citizens. The alternative scenarios will be evaluated to assess their comparative performance with regard to factors such as sustainability, neighborhood quality of life, a healthy economy, and fiscal responsibility.

3. Community Forum Series #2 (Comparing La Vista's Alternative Futures)

The scenarios and their consequences will be the focus of second set of community forums and made available on the project website and in other venues, and as identified in the Public Participation Plan. The results will be made available for public review and used to draft the preferred strategic directions based on broad areas of community consensus.

4. Newsletter #3

5. Tabulation of Results – Strategic Directions

6. Citizen Advisory Committee Meeting #2 – Strategic Directions Development

7. Stakeholder Briefings

8. Strategic Directions Refinement

9. Strategic Directions Adoption

A joint workshop meeting of the stakeholders (Mayor and Council, Boards and Commissions, staff, etc.) will be held to finalize the preferred strategic directions for the implementation of the Comprehensive Plan.

Task F: The Comprehensive Plan

This final task builds on the Plan Framework which represents the core content and structure of the Comprehensive Plan. Of primary importance is the development of an implementation plan / strategic plan to chart the future of the city for the next 10 years. The new strategic plan will translate the vision into overall goals with specific action steps, and include recommendations for policy updates or ordinance amendments.

1. Plan Elements

While the plan will address the elements that must be included according to Nebraska statutes, interrelationships between the different elements related to key themes and the strategic directions identified during the vision and plan framework will be emphasized.

2. Implementation Plan

Of primary importance is the development of an implementation plan / strategic plan to chart the future of the City of La Vista for the next 10 years, building on the City Council's current strategic plan. The new strategic plan will translate the vision into overall goals with specific priorities, action steps, and responsibilities for implementing the Comprehensive Plan within realistic fiscal and regulatory constraints. Also included will be recommendations for policy updates or ordinance amendments. This is intended to help shape decisions related to new

development, redevelopment, city programs and services, budgeting, and capital improvements, for example, for the next 10 years.

3. Draft Plan

The draft plan documents will be submitted for review to the Citizen Advisory Committee, followed by stakeholder briefings and a public review process according to the Public Participation Plan. The final plan documents will proceed through the formal public hearing and adoption process, and finally be widely disseminated to residents.

■Draft Plan

- Introduction / Purpose
- Vision
- Plan Framework / Strategic Directions
- Plan Interrelationships
- Plan Elements
 - Regional Context
 - Demographics and Socioeconomics
 - Future Land Use
 - Housing and Neighborhoods
 - Economic Development
 - Transportation
 - Infrastructure
 - Environmental Resources
 - Energy Conservation and Efficiency
 - Recreation and Open Space
 - Public Facilities and Services
 - Community Character and Urban Design
 - Other elements as may be determined
- Implementation Plan

4. Citizen Advisory Committee Meeting #3 – Draft Plan Refinement

5. Stakeholder Briefings – Final Plan Refinement

6. Newsletter #4

6. Community Forum Series #3 (Final Plan and Implementation)

7. Formal Public Hearings and Plan Adoption

Section 5: Qualifications

The City is sending this RFP to consulting firms for their comprehensive planning expertise. There are five primary areas in which the city is interested:

1. *Process*: Expertise in setting up and managing the overall structure of the project.
2. *Content*: A comprehensive plan that will be bold and imaginative, but based on a format that is well thought out, carefully researched, and shows an understanding of how a comprehensive plan becomes an effective guide for the management of change.
3. *Outreach*: Effectively connecting with a wide range of community members and other stakeholders.
4. *Facilitation*: Making sure meetings run fairly and efficiently, and helping to articulate the opinions of those unfamiliar with land use and government terminology.
5. *Planning*: Experience in comprehensive planning or related fields.

The City will establish a project page on the City's website for the Comprehensive Plan Update project, which will be available at the following address:

www.cityoflavista.org

In addition, the City will be including articles in the CityWise quarterly newsletter to notify community members about the project and describe the opportunities for involvement.

Section 6: Resources Available

The following resources are available on the City website (www.cityoflavista.org); the link to the RFP includes access to each of these documents:

- The current City of La Vista Comprehensive Plan
- A Vision Plan for 84th Street
- Civic Center Park Master Plan
- 84th Street Redevelopment Plan
- La Vista Zoning Ordinance
- Gateway Corridor Design Standards
- Long Range Transportation Plan 2035 (MAPA)
- Heartland 2050 Regional Vision (MAPA)
- Heartland Connections Regional Transit Vision (MAPA)

Section 7: Proposal Content

Cover Letter

Please begin with a letter introducing your firm and summarizing your general qualifications and your specific approach to completing the planning and public engagement processes. This section should indicate the length of time for which the proposal is effective (minimum of 90 days).

Work Program

Please provide a detailed plan for the services to be provided. Identify any tasks that City staff are expected to complete.

Schedule

The proposal shall include a preliminary project schedule that identifies milestones and completion dates by task from the beginning through formal review and acceptance of the Comprehensive Plan by the City Council. Initial project work should commence in July and conclude within 12 to 14 months from the date of commencement.

Budget and Fees

The consultant should provide a fee estimate, on a task-by-task basis. The proposal shall include a spreadsheet identifying personnel, hourly rates, project responsibilities, and estimated amount of time expected for each task, expressed in person-hours. The proposed budget is to be presented as not-to-exceed, with all overhead/expenses included in the figure. The consultant should outline the terms of payment, based on monthly billings to the City.

Key Personnel

The consultant should provide the names of key personnel that will be involved and their level of involvement, their respective titles, experience, and periods of service with the firm. Please clearly identify the project manager for the proposal. If sub-consultants will be used in any aspects of the plan, include details for these sub-consultants in this section.

Qualifications/Project List

Provide a synopsis of previous projects of a similar nature (*maximum of 6 examples*), focusing particularly on the five criteria listed in Section 5, along with relevant background information. For projects that were completed by a team of consultants, please clarify the specific contribution of your firm.

Availability

Provide a brief statement of the availability of key personnel of the firm to undertake the proposed project.

References

Names and contact information of persons whom the City can call for references regarding the firm's performance, preferably on similar projects.

Section 8: Selection Process

Please submit six (6) bound copies, one (1) unbound, single-sided copy on standard-weight paper (no heavy-weight paper or tabbed dividers), and one (1)

CD-R including a PDF copy of your proposal at your earliest convenience, but no later than May 30, 2014, at 12 p.m. to:

Pamela A. Buethe, City Clerk
City of La Vista
8116 Park View Blvd
La Vista, NE 68128

Proposals will be reviewed by an internal review committee. It is anticipated the review committee will conduct interviews during June (9th – 20th), with the intent of providing a single recommendation for the review and approval of the full City Council at a public meeting on August 5, 2014.

Section 9: Evaluation, Right to Reject, Etc.

Due to the nature of the services sought, evaluation of proposals will in large part be subjective. Award of a contract will be based on a number of factors, and may or may not be on the basis of lowest cost to the City. 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.

Section 10: Reference Material

- **Comprehensive Plan 2007** – (<http://www.cityoflavista.org/index.aspx?NID=655>)
- **A Vision Plan for 84th Street** – (<http://www.cityoflavista.org/index.aspx?nid=704>)
- **Civic Center Park Master Plan** – (<http://www.cityoflavista.org/civicpark>)
- **84th Street Redevelopment Plan** (<http://ne-lavista2.civicplus.com/DocumentCenter/View/6187>)
- **La Vista Zoning Ordinance** – (<http://www.cityoflavista.org/index.aspx?NID=621>)
- **Gateway Corridor Design Guidelines** (<http://ne-lavista2.civicplus.com/DocumentCenter/View/79>)
- **Long Range Transportation Plan 2035 (MAPA)** (http://www.mapacog.org/images/stories/SSH_LRTP/LRTP_2035_OrderRef.pdf)
- **Heartland 2050 Regional Vision (MAPA)** (<http://www.mapacog.org/heartland-2050>)
- **Heartland Connections Regional Transit Vision (MAPA)** (<http://www.heartland2050.org/connections>)

Thank you for your consideration of this project. If you have any questions during the preparation of your proposal, please contact Pam Buethe, City Clerk, at (402) 331-4343.