

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**DECEMBER 2, 2014 AGENDA**

Subject:	Type:	Submitted By:
PROFESSIONAL SERVICES AGREEMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR/ DIRECTOR OF COMMUNITY SERVICES

**SYNOPSIS**

A resolution has been prepared approving an agreement with the firm of Leo A. Daly to provide professional services relative to determining space needs and renovation feasibility for an existing City facility in an amount not to exceed \$10,000.

**FISCAL IMPACT**

Funding was included in the FY 2015 General Fund budget for planning and design work related to the proposed renovation.

**RECOMMENDATION**

Approval.

**BACKGROUND**

The City's current Municipal Facilities Plan was completed by Leo A. Daly in 2008. It originally called for the construction of a new fire station and the use of the old public safety building located at 8110 Park View Blvd. by the Public Works Parks Division. Since that time a number of changes have taken place that impact the potential uses of a number of facilities. The City has contracted with the Papillion Fire Department to provide fire and EMS services and the lower level of the building at 8110 Park View Blvd. has been remodeled for their use. The upper level was being occupied by the Building and Grounds Department. The Parks Division is now housed in a recently purchased facility adjacent to the existing Public Works building. When the City's reorganization effort was implemented in June of 2014, the Building and Grounds Department became a division of Public Works, leaving the upper level of the 8110 building vacant.

During the reorganization discussions it was determined that the now vacant space on the upper level of the old public safety building could potentially be remodeled and refurbished to house the Community Development Department, freeing up some much needed space at City Hall and eliminating any immediate need for an addition to that facility.

The upper level of the building at 8110 Park View Blvd. needs extensive renovation in order to make it viable as office and conference space for Community Development. Leo A. Daly has submitted a proposal for professional architectural, engineering and planning services related to the revision of the City's Municipal Facilities Plan and to determine space needs and renovation feasibility for this building.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING THE EXECUTION OF AN AGREEMENT WITH LEO A DALY FOR PROFESSIONAL ARCHITECTURAL, ENGINEERING AND PLANNING SERVICES IN AN AMOUNT NOT TO EXCEED \$10,000.

WHEREAS, Council has determined that a need exists for additional space at its City Hall facility; and

WHEREAS, the City currently has vacant space available in an existing facility located at 8110 Park View Blvd., adjacent to the existing City Hall facility; and

WHEREAS, discussions have been held regarding the potential of moving the Community Development Department out of City Hall and into this adjacent facility; and

WHEREAS, the vacant space needs extensive renovation in order to make it viable as office and conference space; and

WHEREAS, Leo A Daly completed the City's original Municipal Facilities Plan in 2008 and is familiar with the City's facilities; and

WHEREAS, Leo A Daly has submitted a proposal to provide professional services relative to revising the City's Municipal Facilities Plan and determining space needs and renovation feasibility for this building.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of La Vista, Nebraska, hereby approves the agreement with Leo A Daly in an amount not to exceed \$10,000 and authorizes the Mayor to execute said agreement.

PASSED AND APPROVED THIS 2ND DAY OF DECEMBER 2014.

CITY OF LA VISTA

ATTEST:

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Douglas Kindig, Mayor

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Pamela A. Buethe, CMC  
City Clerk

# LEO A DALY

PLANNING

November 25, 2014

ARCHITECTURE

ENGINEERING

INTERIORS



EST. 1915

BU DHABI  
ATLANTA  
AUSTIN  
BEIJING  
CHICAGO  
COLLEGE STATION  
DALLAS  
DENVER  
FORT WORTH  
HONG KONG  
HONOLULU  
HOUSTON  
ISTANBUL  
LAS VEGAS  
LOS ANGELES  
MIAMI  
MINNEAPOLIS  
MOSCOW  
OMAHA  
PHOENIX  
RIYADH  
SACRAMENTO  
SAN ANTONIO  
SAN MARCOS  
TAMPA  
WACO  
WASHINGTON, DC  
WEST PALM BEACH

City of La Vista  
La Vista City Hall  
8116 Park View Boulevard  
La Vista, NE 68128

Attention: Rita Ramirez

Subject: Revised La Vista City Hall and Fire Station Renovation Feasibility Study  
Proposal

This letter will serve as an Agreement between the City of La Vista (the Owner) and the LEO A DALY Company for professional architectural, engineering and planning services related to the revision of the City of La Vista Facilities Master Plan (Facilities Master Plan), dated October 2008, and to study space needs and renovation feasibility for the existing District 1 Fire Station for use by the Community Development Division.

## 1. Proposed Scope of Work.

### a. Renovation Feasibility Study including:

- i. **Meeting with Users** – Team will meet with representatives from the City of La Vista Administration, Community Development Division, and any other future users to clarify programmatic and system needs.
- ii. **Building Investigation** – Investigate current condition of District 1 Fire Station to establish a baseline condition of the space. Investigations will include:
  1. Review of building drawings, specifications and any available studies or recent remodels.
  2. Non-destructive investigations of building systems including mechanical, electrical, plumbing and structure.
  3. Interior finishes
  4. Exterior walls, roof and window investigation
  5. Identify building code deficiencies and life safety issues
- iii. **Renovation Alternatives** – Team will develop up to two (2) renovation concepts with preliminary opinion of probable costs. Alternatives will be based on the following priorities:
  1. Scenario A – Essential Renovations: minimal renovations required primarily due to building code and/or life safety upgrades and minimal renovations interior renovations including paint and flooring upgrades. Moving and/or removing weight-bearing or structural interior walls will not be included in this scenario.
  2. Scenario B – Intermediate Renovations: Building on Scenario A, plus alternative functional layout and upgrades to building systems. Moving and/or removing weight-bearing or structural interior walls may be included in this alternative. Some alterations to parking lot, vehicle circulation, pedestrian wayfinding and connections to City Hall are also expected to be included in this alternative.
- iv. **Project Scope Summary** – Team will provide systems and design narratives for the proposed renovation scenario including opinion of probable construction costs. Due to the limited project budget, our team will work with the City of La Vista to develop a feasible and cost effective solution.

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- Vista to refine the scope of renovations and identify possible phasing plans for renovations.
- v. **Project Schedule** – Team will provide input and guidance in developing a realistic project schedule for construction.
  - vi. **Opinion of Probable Project Cost** – Team will provide estimate of probable project costs for the proposed project.
  - vii. **Concept Diagrams** – Team will provide concept graphics/diagrams to illustrate the renovation concept to assist project decisions and cost estimating.

**2. Anticipated Deliverables.**

- a. Revised space program for Community Development Division
- b. Conceptual Floor Plans
  - i. Up to two alternatives will be developed
- c. Building system narratives
- d. Estimate of Probable Construction
  - i. Up to two cost alternatives and/or phasing for interior renovations and supporting systems.
- e. Phasing plan for preferred renovation alternative, if necessary

**3. Our Project Team.**

- a. Chris Rupert, AICP – Project Manager
- b. Erin Froschheiser, NCARB – Architect
- c. Diane Honeyman, NCIDQ – Interior Designer
- d. Dan Karnes, PE – Mechanical Engineer
- e. Kristi Nohavec, PE – Structural Engineer
- f. Meagan McColloch – Intern

**4. Assumptions/Exclusions.**

- a. Study is limited to the upper portion of the District 1 Fire Station (aka Old Police Station). And it is assumed original construction drawing and documented renovations will be made available to Leo A Daly for review and scanning for us as baseline for development of conceptual drawing.
- b. Our team will review existing drawings, documents, plans and studies in addition to building investigations to inform the renovation study. If the creation of these data, drawing or studies is necessary, Leo A Daly can perform these tasks or coordinate outside consultants for an additional fee. The following is **excluded** from our scope of work and associated fee proposal:
  - i. Alta Boundary and Topographic Survey including all public and private utilities, building footprints, vegetation and tree masses, legal description, roadways, paths and sidewalks, natural features and easements.
  - ii. A comprehensive property survey and utilities condition assessment. We have excluded the following related tasks for our fee proposals:
    - 1. As-built drawings for buildings, site features and utilities.
  - iii. Subsurface survey or investigations including soils and geologic.
  - iv. Environmental and hazardous material assessments and/or testing.
- c. Drawings are limited to concept level detail only. Drawings developed for this study are not construction documents and should not be the basis for construction or contractor bids.

The fees for this work will be billed on an hourly basis, with a Ten Thousand Dollars (\$10,000) maximum, including reimbursable expenses.

See Exhibit A, General Conditions (attached). These General Conditions are incorporated into and made a part of this Agreement by this reference.

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We are happy to tailor the effort and fee to meet your budget. Please let me know if you have any questions or wish to further review the scope, expectations or professional fees. If this meets with your approval, please sign and return one (1) copy of this letter to us either by email or mail. Thank you for this opportunity to serve you.

Very truly yours,  
LEO A DALY COMPANY



Christine M. Rupert, AICP  
Senior Associate, Director of Planning

ACCEPTED:

Approved by:   
Christopher Johnson  
Vice President

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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Attention: Rita Ramirez  
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**EXHIBIT A – GENERAL CONDITIONS**

**DIRECT PERSONNEL EXPENSE**

Direct Personnel Expense is defined as the direct salaries of Leo A Daly's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

**REIMBURSABLE EXPENSES**

Reimbursable Expenses are in addition to compensation for Services and include expenses incurred by the Leo A Daly Company and their employees and subconsultants in the interest of the Project, plus ten (10) percent administrative costs, as identified in the following Clauses:

Expense of transportation in connection with the Project; expenses in connection with authorized in and out-of-town travel; long-distance communications; electronic communications; and fees paid for securing approval of authorities having jurisdiction over the Project.

Expense of reproductions, postage and handling of Drawings, Specifications and other documents.

Expense of renderings (Basic: \$500-each, Intermediate: \$1,000-each, Intricate: \$2,500-each), models and mock-ups.

Expense of computer-aided design, drafting and word processing equipment time when used in connection with the Project.

**PAYMENTS**

Payments are due and payable fifteen (15) days from the date of Leo A Daly's monthly invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of 12 percent (12%) per annum.

**OWNERSHIP AND USE OF DOCUMENTS**

The Drawings, Specifications and other documents prepared by Leo A Daly for this Project are instruments of Leo A Daly's service for use solely with respect to this Project and Leo A Daly shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright.

Upon receipt of payment for Leo A Daly's services as provided herein, the Owner shall be permitted to retain copies, including reproducible copies, of Leo A Daly's Drawings, Specifications and other documents for information and reference in connection with the Owner's use and occupancy of the Project. Leo A Daly's Drawings, Specifications or other documents shall not be used by the Owner or others on other projects, for additions to this Project or for completion of this Project by others, except by agreement in writing and with appropriate compensation to Leo A Daly.

**LIMIT OF LIABILITY**

Neither the Leo A Daly Company, their consultants, nor their agents or employees shall be jointly, severally or individually liable to the Owner in excess of the compensation to be paid pursuant to this Agreement, by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong. In no event shall the Leo A Daly Company, their consultants, nor their agents or employees be responsible or liable for damages or loss of profits, loss of use, loss of revenue, or for any other special, indirect, incidental or consequential damages of any kind arising in any way in connection with this Agreement or the Project.