

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
SEPTEMBER 6, 2016 AGENDA**

Subject:	Type:	Submitted By:
AUTHORIZE REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES POSSIBLE PUBLIC OFFSTREET PARKING FACILITIES 84 TH ST. PUBLIC IMPROVEMENT REDEVELOPMENT PROJECT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER/ASSISTANT PUBLIC WORKS DIRECTOR

SYNOPSIS

A resolution has been prepared authorizing a Request for Proposals for architectural services necessary to develop plans and specifications and provide construction phase services in preparation for possible public offstreet parking facilities and related public infrastructure in the 84th Street public improvement redevelopment project area pursuant to the public improvement redevelopment project.

FISCAL IMPACT

The FY17 and FY18 budgets include funding in the Capital Improvement Program.

RECOMMENDATION

Approval

BACKGROUND

The possible need for public offstreet parking was identified in the Redevelopment Plan for the 84th Street Redevelopment Area, as amended by Amendment No. 1, and the Subdivision Agreement, La Vista City Centre, approved on August 2, 2016. Professional architectural consulting services would be needed for these improvements. The resolution provides for soliciting proposals for such services in preparation for the possible public offstreet parking facilities.

A Request for Proposals has been prepared setting forth the information that must be submitted. The following schedule is recommended:

Publish Notice of Request for Proposals	September 14 and September 21, 2016
Receive Proposals	Until September 30, 2016 at 3:30 pm, local time
Agency Award Contract	October 18, 2016

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES FOR POSSIBLE PUBLIC OFFSTREET PARKING FACILITIES IN THE 84TH STREET PUBLIC IMPROVEMENT REDEVELOPMENT PROJECT AREA

WHEREAS, the Mayor and Council have determined that the public improvement redevelopment project set forth in Amendment No. 1 to the Redevelopment Plan - 84th Street Redevelopment Area is necessary, and

WHEREAS, the FY17 and FY18 budgets include funding in the Capital Improvement Program; and

WHEREAS, the request for proposals schedule is as follows:

Publish Notice of Request for Proposals September 14 and September 21, 2016

Receive Proposals Until September 30, 2016 at 3:30 pm

Agency Award Contract October 18, 2016

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the request for proposals for Architectural Services for possible public offstreet parking facilities in the 84th street public Improvement redevelopment project area.

PASSED AND APPROVED THIS 6TH DAY OF SEPTEMBER, 2016.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

Notice of Request for Proposals
Consulting Architectural Services-Design & Construction Phases
Initial Phase Public Offstreet Parking Facilities
Public Improvement Redevelopment Project
City of La Vista, Nebraska

The City of La Vista ("City") is seeking proposals for consulting architectural services for design and construction phase services for the possible Initial Phase Public Offstreet Parking Facilities in the Public Improvement Redevelopment Project Area on 84th Street in La Vista, Nebraska. The Request for Proposals can be obtained at the City's web site, www.cityoflavista.org or from the City Clerk at La Vista City Hall, 8116 Park View Blvd., La Vista, NE 68128.

All proposals must be sent to John Kottmann, City Engineer, La Vista Public Works Department, 9900 Portal Road, La Vista, NE 68128. Proposals must be received by 3:30 pm, local time, on September 30, 2016. Proposal requirements are set forth in the Request for Proposals.



REQUEST FOR PROPOSAL
FOR
CONSULTING ARCHITECTURAL SERVICES
FOR
DESIGN & CONSTRUCTION PHASES
INITIAL PHASE PUBLIC OFFSTREET PARKING FACILITIES
PUBLIC IMPROVEMENT REDEVELOPMENT PROJECT
CITY OF LA VISTA, NEBRASKA
PROPOSALS DUE 3:30 PM, SEPTEMBER 30, 2016

PURPOSE

The City of La Vista, Nebraska (City) is hereby soliciting consultant proposals for professional services to provide design and construction phase services in preparation for possible public offstreet parking facilities in the 84th Street Public Improvement Redevelopment Project Area pursuant to the Public Improvement Redevelopment Project. This request invites qualified consultants to submit proposals for accomplishment of the work described below under Scope of Services. Once the firm is selected, a contract will be negotiated based upon a mutually agreed upon scope of services.

PROJECT DESCRIPTION

Provide professional engineering and surveying services to prepare conceptual plans, opinions of construction costs, preliminary design, final design and construction phase services in preparation for possible public offstreet parking facilities including a parking structure and a surface parking lot. The parking structure is anticipated to include approximately 466 stalls for use of the general public in a parking deck over a surface lot within an area intended to serve as the City's downtown and immediately adjacent to a multi-story mixed used building. The parking structure is to be located on Lot 17 of La Vista City Centre. The surface parking lot of approximately 154 surface stalls also would provide public offstreet parking facilities for use of the general public in this new downtown area and is to be located on Lot 7 of La Vista City Centre. The plat of La Vista City Centre is attached herewith as Exhibit "A". A conceptual layout of the possible public offstreet parking structures is attached as Exhibit "B". Due to proximity of the public and private improvements, the design work will include collaboration with the adjacent building architect and the public infrastructure architect as necessary for coordination of any design, construction, or scheduling considerations.

The project area is being cleared and rough graded by others including the area of the proposed public offstreet parking facilities.

SCOPE OF SERVICES

- Survey work is not included. The City will provide an topographic survey of the site after site preparation grading is completed by others.
- Obtain subsurface soils investigation and provide geotechnical recommendations related to construction of the proposed public offstreet parking facilities. The City will provide geotechnical investigations on the sites for reference.
- Comply with conditions of permits pertaining to jurisdictional waters of the United States in the anticipated work areas. Such permits will be obtained by others as part of the pre-grading activity on the site.
- Review all available reports, plans, maps and studies that the City has available for the project area and incorporate relevant information from such documents into the design work for the contemplated improvements. The City will make available copies of any infrastructure plans for abutting roads and sewers as well as publicly submitted studies.

- Meet with the City and local agencies such as utility companies, adjacent building developers, designers and general contractors for adjacent buildings for the purpose of coordination and scheduling.
- Attend one-on-one meetings with the Construction Manager at Risk Contractor and key representatives of the City for the purpose of coordination, including discussion of designs, options, construction schedules, permitting, alternatives, costs, operation and maintenance costs of alternative construction systems and other relevant matters to installing and/or facilitating the installation of public parking facilities in an efficient and cost effective manner.
- Refine the conceptual plan of public offstreet parking facility configurations, and proposed utility systems. Develop a conceptual plan for storm water management related to water quality measures. Geotechnical investigations will not be required for the conceptual plan phase. Conceptual plans shall address lighting, pedestrian connections, traffic control, and connectivity with adjacent redevelopment.
- Prepare an opinion of probable construction costs based upon the conceptual plans including engineering fees for design and construction phase services. The costs should include geotechnical investigations for the proposed construction areas.
- Assist the Owner in establishing a list of prospective contractors and assist the City in selecting a Construction Manager at Risk Contractor. The consultant shall not be employed by or have a financial or other interest in a construction manager being evaluated or employed by the City.
- Prepare preliminary plans and specifications for the public offstreet parking facilities. Preliminary plans shall include site layout and traffic patterns, grading and utility plans, floor plans indicating general traffic/pedestrian/ and egress provisions, elevation sheets indicating structure facades, preliminary structural system including optional systems evaluated on basis of initial cost versus durability as well as operation and maintenance costs, preliminary system identification for mechanical and electrical systems, and proposed storm water management facilities including measures to address water quality from the new pavement areas (first half-inch of runoff for water quality). Preliminary specifications shall be in outline form identifying the proposed general conditions and list of standard technical specifications to be followed as well as a list of Special Provisions what will be written for the project.
- Prepare preliminary recommendations and illustrations for construction phasing needed in order to coordinate with redevelopers. Coordinate with the adjacent general contractors as required for their construction access and utility needs as adjacent development will be constructed concurrently with this infrastructure.
- Prepare an updated opinion of probable construction costs based upon the preliminary plans with input from the Construction Manager at Risk Contractor.

- Prepare final plans and specifications. Final plans shall include, but not be limited to, the following:
 - Site Grading Plan
 - Site Construction Plan
 - Geometric Plan of the parking structure
 - Architectural floor plans
 - Architectural elevations
 - Architectural cross sections and details
 - Finish and door schedules
 - Structural foundation plans
 - Structural framing plans
 - Structural details and notes
 - Plumbing plans
 - HVAC plans as necessary
 - Electrical lighting and power plans
 - Traffic control and signage
 - Specification book

- Finalize the plans and specifications based upon review comments provided by the City and the Construction Manager at Risk Contractor. Prepare an updated opinion of probable construction costs based upon the finalized plans and specifications.

- Provide project management services including a pre-design meeting upon Notice to Proceed, regular design progress meetings (anticipate bi-weekly) plan-in-hand review meeting at preliminary plan review, design contract administration and scheduling, coordination of design team including all sub-consultants, and development of a project schedule. Consultant shall document all meetings and provide meeting minutes to attendees.

- Attend regular coordination meetings as specified by the City (anticipate bi-weekly).

- Construction phase engineering services will be provided by the selected architectural firm and will be negotiated in a separate agreement after receipt of bids for the construction work.

- Construction of improvements may be subject to satisfaction of statutory requirements. Architectural services will be subject to such schedule and timing as approved by the City Engineer, and termination in whole or in part at any time for any reason by written notice of the City Engineer.

PROJECT SCHEDULE

All firms submitting proposals must be prepared to initiate work on this project immediately upon Notice to Proceed. The selected firm must be able to complete the services in time to solicit bids in March 2017. A Notice to Proceed is anticipated to be issued on or about October 20, 2016. Only those firms able to perform the necessary work activities within this schedule should respond to this RFP.

PROPOSAL REQUIREMENTS

In order to facilitate review of the project proposals by the City of La Vista, the following information must be included in the proposal in the order listed:

1. A letter of interest not to exceed 2 pages. This needs to identify the primary and secondary contact persons with phone and e-mail contact information.
2. The body of the proposal (Project Understanding and Approach) shall be limited to ten (10) pages, 8 1/2" by 11" single sided and up to three(3) additional pages, 11" by 17" single sided.
3. Listing of organization(s) included in the Project Team. This discussion should include the primary areas of responsibility of each team member and an estimated proportion of the total contract work to be performed by each team member/firm.
4. A listing of similar work performed within the last 3-years to include dollar value, project description, project team, and contacts for project owners. Each project description (maximum of four (4) allowed) will be limited to one single sided page.
5. A maximum of 2 pages of additional supportive material such as charts, tables, or photos.
6. The names of key personnel, qualifications, experience and the proposed project manager shall be provided. This should include a discussion of similar projects the key personnel and project manager have worked on. The availability of the key personnel and their redundancy to work on this project needs to be set forth in the Proposal.
7. A project schedule outlining the time frame and estimated completion date of each major task outlined in the project approach section. The project schedule should include estimated dates for deliverable products throughout the course of the design period.
8. Submit three (3) bound copies of the Proposal and one (1) CD-R containing a pdf copy of the Proposal.
9. Provide proof of professional liability insurance in the amount of not less than \$2,000,000.

NOTES:

- A. Price IS NOT a selection factor and is not to be included in the consultant's proposal. The cost plus a fixed fee contract will be negotiated after the consultant is selected.
- B. The City of La Vista reserves the right to utilize the selected consultant for construction phase services.

SELECTION CRITERIA

Proposals will be reviewed, evaluated, and ranked by an internal review committee. The review committee will evaluate and score the proposals to determine the consultant best qualified for the project. Negotiations will be held with the top ranked consultant to establish a fee for the project. In the event an agreement is not reached, then negotiations will take place with other consultants in the order of ranking if needed. Negotiations are anticipated to occur during the week of October 3, 2016. The selection criteria, including their relative importance are:

Criteria	Point Range
1. Ability and experience of professional personnel and staff.	0 – 20
2. Past performance for La Vista or other agencies.	0 – 20
3. Adequate staff to perform the work and ability to meet time requirements.	0 - 20
4. Location of project in regard to the location of the consultant's Personnel and the consultant's familiarity with the area and its development needs.	0 - 20
5. Project understanding and approach	0 – 20
Total Points (Maximum)	100

PROTOCOL

Proposals must be at the City of La Vista Public Works Department, 9900 Portal Road, La Vista, NE 68128 no later than 3:30 pm, September 30, 2016. No exceptions to this deadline will be given. Please provide the required copies of your proposal in an envelope or other sealed container clearly marked on the exterior as containing "Proposal for Architectural Consulting Services, Initial Phase Public Offstreet Parking Facilities, 84th Street Public Improvement Redevelopment Project".

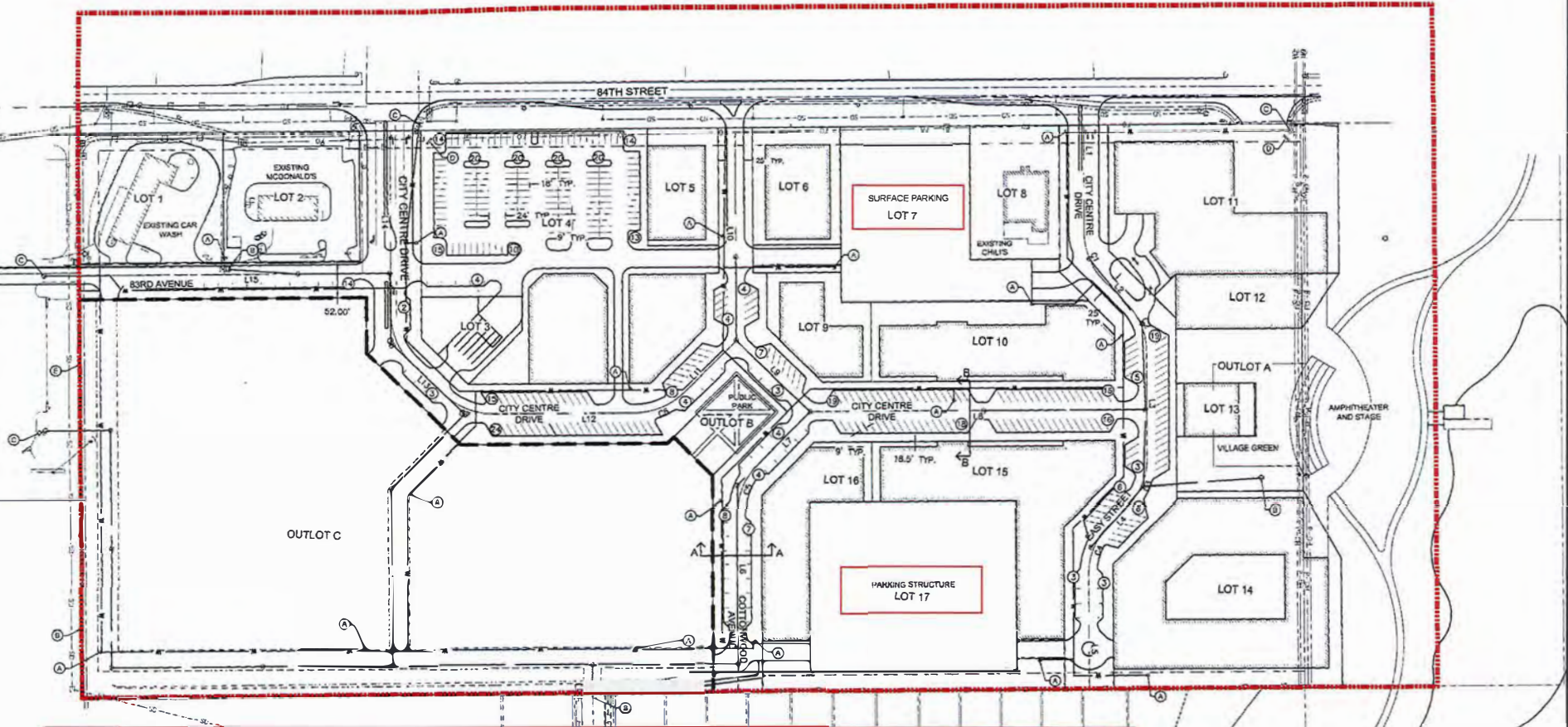
Firms interested in submitting proposals should contact John Kottmann, City of La Vista Public Works Department, 9900 Portal Road, La Vista, NE (402) 331-8927, or jkottmann@cityoflavista.org for any additional questions regarding the project.

Proposals must remain firm for sixty (60) days from the proposal due date. City of La Vista reserves the right to refuse any or all proposals and to waive technicalities in order to accept proposals that may be in the best interest of the City of La Vista, at its sole discretion.

The consultant, with regard to the services performed by it during the project, shall not discriminate on the grounds of race, color, national origin, sex, age and disability/handicap including selection of sub-consultants.

END OF RFP

EXHIBIT "B"



DESIGN & CONSTRUCTION PHASE SERVICES
INITIAL PHASE PUBLIC OFFSTREET PARKING FACILITIES
PUBLIC IMPROVEMENT REDEVELOPMENT PROJECT

Legend

Mixed Use Redevelopment Project Area

Exhibit 1-13(B)
Site Plan - Mixed Use
Redevelopment Area

7/16/2016
Drawn by: CAS



West Papillion Creek



Eastport Parkway

Giles Road

EXHIBIT "A"