

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
AUGUST 19, 2008 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AUTHORIZE REQUEST FOR PROPOSALS — 84 <sup>TH</sup> STREET REDEVELOPMENT VISION PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	ANN BIRCH COMMUNITY DEVELOPMENT DIRECTOR

**SYNOPSIS**

A resolution has been prepared authorizing a Request for Proposals (RFP) for the preparation of an 84<sup>th</sup> Street Redevelopment Vision Plan.

**FISCAL IMPACT**

It is intended that CDBG Recovered Program Income Reuse Funds be utilized.

**RECOMMENDATION**

Approval.

**BACKGROUND**

On July 15, 2008 the City Council approved Resolution No. 08-063 obligating CDBG Recovered Program Income Reuse Funds to a planning/engineering study for the 84<sup>th</sup> Street Corridor. It is anticipated that this project would be divided into two phases. The first phase will be a visioning process, from which a specific Vision Plan will be produced, and which is the subject of this RFP. The second phase may be an Implementation Plan, which may include changes to current development regulations or land use plans, property acquisition, landscape design plans, etc.

The RFP and Draft Scope of Services are intended to include a variety of techniques to engage a wide range of community members and elicit their input. The outcome should be a Vision Plan that clearly articulates the community's current impressions of and goals for this commercial corridor which is in the heart of the city.

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

Advertise the RFP (publish and mail to firms)	August 28, 2008
Proposals Due	October 6, 2008
Interviews	October 27-31, 2008
City Council Award Contract	December 2, 2008
Kick Off Meeting	January 2009

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR PREPARATION OF AN 84<sup>TH</sup> STREET REDEVELOPMENT VISION PLAN.

WHEREAS, the City wishes to contract for consulting services to prepare an 84<sup>th</sup> Street Redevelopment Plan; and

WHEREAS, the City has prepared a Request for Proposals (RFP) and draft Scope of Services for this work.

NOW, THEREFORE BE IT RESOLVED, that the City of La Vista hereby authorizes the advertisement of bids for the preparation of an 84<sup>th</sup> Street Redevelopment Vision Plan with a Request for Proposals (RFP) and draft Scope of Work prepared by City staff, which copies of said RFP may be obtained from the City Clerk and said proposals are to be submitted by 4:30 p.m. at La Vista City Hall, 8116 Park View Blvd., La Vista, Nebraska on October 6, 2008.

Advertise for Bids August 28, 2008

Proposals Due October 6, 2008

Tentative Award Date December 2, 2008

PASSED AND APPROVED THIS 19<sup>th</sup> DAY OF AUGUST 2008.

CITY OF LA VISTA

\_\_\_\_\_  
Douglas Kindig, Mayor

ATTEST:

\_\_\_\_\_  
Pamela A. Buethe, CMC  
City Clerk

**NOTICE  
REQUEST FOR PROPOSALS  
CITY OF LA VISTA, NEBRASKA**

**DATE ISSUED:** August 28, 2008

**PROPOSALS DUE:** October 6, 2008, 4:30 p.m.

**TENTATIVE AWARD DATE:** December 2, 2008

**THE CITY OF LA VISTA REQUESTS PROPOSALS FOR THE FOLLOWING:**

Professional Consulting Services associated with the preparation of an 84<sup>th</sup> Street Redevelopment Vision Plan.

**INSTRUCTIONS:**

1. Proposals must be sealed and addressed as follows:  
City of La Vista — Proposal for 84<sup>th</sup> Street Redevelopment Vision Plan  
Attn: Pam Buethe, City Clerk  
8116 Park View Boulevard  
La Vista, NE 68128-2198
2. Proposals must be received before 4:30 p.m. on Monday, October 6, 2008, at La Vista City Hall, 8116 Park View Boulevard.
3. Required submittal information may be obtained at La Vista City Hall, 8116 Park View Boulevard, La Vista, NE 68128-2198, (402) 331-4343.
4. Any questions regarding proposal requests should be directed in writing to Pam Buethe, City Clerk at [pbuethe@ci.la-vista.ne.us](mailto:pbuethe@ci.la-vista.ne.us) or by fax at (402) 331-4375 or by mail to 8116 Park View Blvd., La Vista, NE 68128.

**THE CITY OF LA VISTA RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.**

## **REQUEST FOR PROPOSALS**

### **84<sup>th</sup> Street Redevelopment Vision Plan**

#### **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 and enjoys access from Interstate 80. La Vista borders Omaha, Bellevue, Papillion, and Ralston. As of 2007, it is estimated that La Vista is home to over 18,700 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, and a new John Q. Hammons Embassy Suites Hotel and adjoining La Vista Conference Center.

##### Project History and Objectives

As part of their annual strategic planning process, the Mayor and City Council identified the revitalization of the 84<sup>th</sup> Street Corridor as their number one priority.

Over the last several years, the 84<sup>th</sup> Street corridor has deteriorated in terms of physical appearance, property maintenance and as an employment center for low to moderate income workers. Major anchors including Wal-Mart, Gordman's, and Baker's Supermarket have vacated the area to move to new shopping centers and smaller businesses have been unable to sustain themselves and forced to relocate or close, leaving many vacant storefronts. Other commercial parcels in the area were developed 35 to 40 years ago prior to the implementation of good planning and design principles and have not been updated. This once vibrant and thriving corridor on a major arterial road in the heart of La Vista now appears considerably depressed and in need of redevelopment.

Ultimately, the City wants to revitalize the area to be more appealing to residents and visitors. In addition, La Vista would like to utilize the land more efficiently. To do this a two phase process is anticipated. The first phase will be a visioning process, from which a specific Vision Plan will be produced, which is the subject of this Request for Proposals (RFP). The second phase may be an Implementation Plan. These two phases would be conducted separately, including separate RFP processes. The City's overriding goal for the first phase of this project is to make this a highly community-interactive process.

#### **Section 2: Qualifications**

The City is sending this RFP to consulting firms for their visioning, public outreach and 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*: Familiarity with land use and transportation topics, to help frame the visioning questions correctly.
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 commercial corridor planning or related fields.

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

[www.cityoflavista.org](http://www.cityoflavista.org)

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

### **Section 3: Scope of Work**

The output of this project will be an **84<sup>th</sup> Street Redevelopment Vision Plan** that clearly articulates the community's current impressions of and goals for this commercial corridor which is located at the heart of the city. *At the core of this project is the need for broad public outreach and participation.* The process should engage a wide range of community members, including those who may not currently be involved in civic activities.

The visioning exercise should be tailored to La Vista and should include a variety of techniques to engage and elicit input from the community. A draft Scope of Work has been prepared and is attached to act as a basis for the proposal. Proposals should describe in detail the techniques that would be used, including but not limited to a combination of some or all of the elements listed below. Proposals should clearly articulate how the selected techniques achieve the overall project goals and meet the unique needs of La Vista. Additionally, proposals should address opportunities for modifications to the approach based on community input during the visioning process.

- **Kick-Off Event**: Initial meeting to educate and energize community members about the overall visioning process. The kick-off event may include presentations and initial workshop-type activities.
- **Stakeholder Interviews**: Interviews with key stakeholders, such as: residents, business and property owners, architects, developers, community activists, and public officials, intended to identify unique opportunities and challenges.
- **Survey**: A mail, phone, and/or other survey technique to establish overall community goals and potential areas of concern.

- **Community Workshops:** Interactive public events that help refine any preliminary findings (such as from the stakeholder interviews and survey results) into specific alternatives. The workshops should help community members reach common ground.
- **Working Group:** An advisory group of residents, elected/appointed officials, staff, and other stakeholders to regularly review the progress of the visioning process and provide input to the consultant and staff within a public forum.
- **Project Web Site:** Expand or supplement the City's website to provide all relevant information about the project, including: staff reports, presentations, project schedule, and related documents.
- **Newsletter:** Quarterly supplement to the CityWise newsletter to inform the community of the progress of the project, including opportunities for involvement.
- **Mobile Workshop:** A structured tour of nearby development to view representative projects and discuss options in an informal setting.
- **Speaker Series:** Preliminary and on-going educational sessions to inform community members and the working group on topics related to planning and transportation concepts with specific relevance to the vision plan.
- **School Outreach:** Program to reach out to local students and their parents with items such as presentations, assignments, and contests.
- **Planning Commission Meetings**
- **City Council Meetings**
- **Other Items:** The consultant should include any additional tasks that would help achieve the goal of reaching out to and engaging a broad range of community members.

The final product will be a document that clearly and succinctly states the community's vision for redevelopment of the 84<sup>th</sup> Street corridor, along with a complete description of the visioning process by which the plan was created. The Vision Plan should provide a foundation for a subsequent Implementation Plan that may include changes to the current development regulations, however this would be a separate project, and the Vision Plan may or may not include any specific changes to the current regulations.

## **Section 4: Proposal Content**

### Cover Letter

Please begin with a letter introducing your firm and summarizing your general qualifications and your specific approach to completing the requested visioning process. 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 Vision Plan by the City Council. Initial project work should commence in January 2009, with the kick-off meeting and other public activities starting in February 2009. The project should 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, their respective titles, experience, and periods of service with the firm. Please clearly identify the primary contact 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 10 examples*), focusing particularly on the five criteria listed in Section 2, 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 5: Selection Process**

Please submit ten (10) 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 October 6, 2008, at 4:30 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. The review committee will conduct interviews during the week of October 27, 2008, with the intent of providing a single recommendation for the review and approval of the full City Council at a public meeting on December 2, 2008.

#### **Section 6: 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 7: Enclosures**

- Zoning Map and Future Land Use Plan Map
- 84th Street Corridor Map – Potential Study Area

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



## **WORK SCOPE, COSTS AND SCHEDULE**

### **84<sup>th</sup> Street Redevelopment Vision Plan**

#### **Section 1: Draft Scope of Services**

##### Task A. Project Start-Up

In this task, the consultant will work with City staff to initiate the project and gain an understanding of the Plan Area.

##### **1. Project Start-Up Meeting**

The consultant will attend a meeting with City staff to identify concerns and issues, review information needs and discuss expectations for the process and products. During this meeting, key stakeholders and agencies that are important to the development of the Vision Plan will be identified in preparation for the Stakeholder Meetings, Task B.2. In addition, any necessary scope and schedule refinements will be identified in preparation for Task A.3.

##### **2. Study Area Tour**

Following the project start-up meeting, the consultant will tour the Plan Area with City staff to discuss issues and opportunities related to the 84<sup>th</sup> Street corridor. The consultant will take digital photographs of key locations and the surrounding context to document the Plan Area's characteristics. We will discuss specific stops and routing options for the walking tours to be conducted in Task B.5.

##### **3. Scope Refinement**

If necessary, the consultant will refine the project scope of work, including the public outreach program or schedule, to reflect the discussion held with City staff during the Project Start-Up Meeting. If necessary, the scope of work for this project can be modified as the Vision Plan process proceeds. The consultant will work with City staff to determine when substitutions may be made during the process and how to keep these changes within the existing project budget.

##### **4. Review Existing Materials**

The consultant will review the existing materials that are currently being collected related to traffic studies and other plans for projects within the Plan Area. In addition, the consultant will review the results of the National Citizen's Survey conducted in November of 2007.

##### **5. Community Survey Development**

The consultant will work with City staff to develop a community survey that follows up on the National Citizen's Survey. It will be tailored to the issues to be addressed based on that feedback and other topics of concern or interest. The survey will include some or all of the following elements:

- ♦ Map of the Plan Area for participants to mark specific locations.

- ◆ Traffic circulation (vehicular or pedestrian) questions.
- ◆ Specific location/segment questions.
- ◆ Open-ended questions prompting other input.

The consultant will create a final survey that is a manageable length, that allows participants to know what is expected of them when they participate, and is structured so the results feed clearly into the overall Vision Plan process. As the survey is being created, the consultant will work with City staff to develop a plan for implementing the survey, such as including it as a supplement to the CityWise quarterly newsletter and distribution via the project website in Task A.8, and how to create 'buzz' among potential respondents.

#### 6. Establish Working Group

The consultant will work with City staff to establish the Working Group for the Vision Plan. The consultant will suggest departments and agencies that should be represented on the Working Group, and the City will be responsible for determining who should participate. Given the level of interest and the need for participation from diverse interests within the City (such as City Council members, Planning Commission members, Park Board members, residents, merchants and property owners), the Working Group should number in the range of 14 to 18 people. The Working Group will be appointed through a process as directed by the City Council. The consultant will prepare brief summaries of each Working Group meeting.

The consultant will work with the City to establish expectations for the Working Group. It is expected that the members of the Working Group can provide a connection to other community members who might participate in other portions of the work, such as Stakeholder Meetings. The Working Group meetings will be publicly accessible and will include a period for public comment.

#### 7. Base Map Preparation

The consultant should use ArcView version 9.2-compatible shapefiles and/or geodatabases provided by the City/County for the development of a detailed base map and subsequent thematic maps to be used throughout the planning process. The base map will show the Plan Area boundary and surrounding areas for context, parcel boundaries, and other relevant features. After creating the initial base map, the consultant will provide a copy to the City for review and approval prior to use in subsequent phases of the project.

At the conclusion of the project, a CD will be provided to the City containing all original data as well as project-specific data layers modified or created by the consultant.

#### 8. Project Website Update

The consultant will update the project on the City's website, which will continue to be hosted by the City of La Vista. The consultant will provide ongoing updates on

the main project page as well as posting newsletters, new documents, information about upcoming meetings and meeting summaries.

#### 9. Targeted Outreach

The consultant will coordinate with business, church, community, social, school-related or other local community groups and conduct on-site meetings to provide information about the Vision Plan process and encourage the participation of the targeted group. The meetings will be scheduled separately from the Vision Plan Community Workshops with the specific goal being to increase attendance at the workshops by members of the target groups. This task will include meetings with up to five groups in advance of the first Community Workshop meeting.

#### 10. Speaker Series/Educational Forums

Throughout the Vision Plan project, the consultant will coordinate a speaker series related to planning and transportation topics with specific relevance to the Vision Plan process. Up to four Educational Forum events will be provided during the Vision Plan process. The consultant will develop a list of topics and potential speakers, with a focus on topics that will be informative to the Vision Plan project. After sharing these with City staff, the consultants will arrange for speakers, setting up dates and times; then provide the information on each scheduled speaker to City staff, including a short bio and description of the speaker's topic. At least one representative of the consultant will attend each Educational Forum event.

### Task B. Initial Outreach

In this task, the consultant will focus on reaching out to the community in multiple ways to develop further momentum for the project and begin to devise possible alternatives to future development of the Plan Area.

#### 1. Newsletter #1

The consultant will create a supplement to the CityWise quarterly newsletter summarizing progress on the Vision Plan to date and describing initial opportunities for input, such as the Community Survey noted in Task B.3, and dates for the Public Walking Tours and Community Workshop meetings. This and subsequent newsletters will use the same format for project identification and will be posted on the project website.

#### 2. Stakeholder Meetings

The consultant will conduct up to eight Stakeholder Meetings, based on a list to be developed in conjunction with City staff. The meetings could be with one person, or with a group of people with similar interests, such as several merchants. These small, interest-focused group meetings give more people a chance to participate in the interview process and can spark useful discussion among the participants. The consultant will produce a memorandum summarizing the information gathered in the Stakeholder Meetings. The

memorandum will include key issues identified by stakeholders but will preserve the anonymity of individual participants.

### 3. Community Survey

The most opportune time to administer the community survey 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, as developed in Task A.5, 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 Outreach activities and will use those opportunities to increase the level of input received from the survey.

### 4. Working Group Meeting #1

At the Working Group's first official meeting, a formal overview of the Vision Plan process will be provided and the Working Group's role in that process will be explained. The consultant should also present the draft walking tour route, including key stops, and ask the members for their feedback in advance of the public walking tours. This will allow the Working Group to immediately begin delving into the issues of the 84<sup>th</sup> Street corridor. The Working Group members will be asked to join the Public Walking Tours described in Task B.5.

### 5. Public Walking Tours

Once the Working Group has given its feedback on the Walking Tour route, the consultant will finalize the tour routes with City staff. There will be approximately four public walking tours of the Plan Area. These will be held on two successive (day of the week) mornings. For all the tours, the consultant will provide each group with a digital camera. Within each group a photographer will be selected to take pictures of places that the group considers to be notable. In conjunction with those photos, a note-taker will be selected to write down the reason for the photo being taken. This approach will give the consultant valuable information from the tours regarding items of importance to the walking tour participants. Where appropriate, these photos will be used in presentations as the project progresses to illustrate issues raised by community members. The consultant will provide tour guides for each event and will request that staff be on hand to provide additional assistance and staffing. In the event of inclement weather, the consultant will plan to proceed with the walking tours unless City staff directs that the tour be postponed and the subsequent tasks be delayed similarly.

### 6. Mobile Tour

The consultant will coordinate and provide a guided bus tour for the Working Group and City staff. The goal of the bus tour will be to visit good examples of projects, sites and neighborhoods that are relevant to the Vision Plan process. The tour will provide Working Group members with a range of case studies that show examples of successful community development projects in a series of similarly scaled development conditions. This tour should take place on a weekday and will last ½ to ¾ of a day.

## 7. Community Workshop #1

At the first Community Workshop, the consultant will start with a brief summary of the process that will be followed to develop the Vision Plan. Following that introduction, the results of the walking tours will be provided, summarizing opportunities and constraints that were heard from walking tour participants. The issues, concerns and ideas identified by stakeholders in Task B.2 will be summarized. The attendees will be asked for additional input on opportunities and constraints.

Following the discussion of opportunities and constraints, the consultant will provide a brief presentation on the interrelationship of land use and circulation along transportation corridors such as 84<sup>th</sup> Street. This educational presentation will provide context for participants as they work to develop a vision for the 84<sup>th</sup> Street Redevelopment Project. The presentation will be followed by questions from the audience and discussion facilitated by the consultant and City staff.

Similarly, the consultant will present a summary of the range of economic possibilities. This will include a discussion of the types of businesses that the community could expect to see develop along 84<sup>th</sup> Street given the local market, parcel sizes and existing businesses in the area. The presentation will be followed by questions from the audience and discussion facilitated by the consultant and City staff.

## Task C. Developing a Vision

In this task, the consultant will work with the community to develop the vision that will ultimately become the plan.

### 1. Newsletter #2

The second supplement to the CityWise newsletter will summarize the information presented at Community Workshop #1 and will invite community members to participate in Community Workshop #2.

### 2. Working Group Meeting #2

The Working Group will review the results of Community Workshop #1, review the range of alternatives described in Task C.3 and provide input to the consultant on the types of alternative visions to be discussed at Community Workshop #2.

### 3. Range of Possible Alternatives

Based on the input received so far, the consultant will describe the range of alternative visions that could be developed in the Plan Area. The consultant will illustrate these ranges of possibilities for development along 84<sup>th</sup> Street with photographs and/or sketches. These will include possibilities for types of commercial or mixed-use development, as well as for treatment of the circulation

network and streetscape. The team will highlight key places within the Plan Area that have been identified through the process as either important to preserve or in need of change. The consultant will prepare a draft presentation summarizing these alternatives and provide City staff and the Working Group with the opportunity to provide input and review. A final presentation will be assembled by the consultant for use at Workshop #2.

#### 4. Community Workshop #2

At this second workshop, the consultant will present the range of alternatives developed in Task C.3. The consultant and City staff will work with the community in small groups to gather their feedback on these alternatives, including whether there are additional alternatives that should be considered and their preferences for each topic presented. Each small group will be asked to summarize their results, including expressing a preference for a particular set of alternatives.

### Task D. Vision Plan Preparation

In this task the input that was received in Task C will be taken and formed into a Vision Statement and Conceptual Plan that will become the primary content of the final Vision Plan.

#### 1. Community Vision Statement

The community's vision for 84<sup>th</sup> Street will be captured in a series of principles that summarize the direction that is foreseen for this area of the City. These will cover topics including types of development, approaches to circulation, and connections to the remainder of the City. These principles will be followed by a series of more specific goals that will help the community see how the vision can be achieved.

#### 2. Conceptual Plan

Accompanying the Vision Statement will be an illustrative plan and colored perspective drawings that illustrate the land uses envisioned in different portions of the Plan Area. The Conceptual Plan will also include a sample street cross-section and/or plan view to illustrate treatments for the Plan Area.

#### 3. Working Group Meeting #3

The Working Group will review the Vision Statement and Conceptual Plan, providing feedback and suggestions for refinement.

#### 4. Revised Vision Statement and Conceptual Plan

The consultant will work with City staff to determine the modifications to be made to the Draft Vision Statement and Conceptual Plan, working to incorporate feedback from both City staff and the Working Group. The consultant will prepare a Public Review Draft of these two components for use in the final Community

Workshop, Working Group meeting, and meetings with the Planning Commission and City Council.

#### 5. Newsletter #3

The third supplement to the CityWise newsletter will summarize the Community Vision Statement and Conceptual Plan. It will include a comment card for readers to provide comment directly to the City, as well as information on Community Workshop #3 at which participants will again have an opportunity to comment on these key components of the Vision Plan.

#### Task E. Vision Plan Refinement

In this task, the consultant will work with the community to refine the vision for the 84<sup>th</sup> Street corridor. The vision will be incorporated into a final report that sets the stage for the preparation of a Specific Plan/Implementation Plan.

##### 1. Community Workshop #3

At this final community workshop, the consultant will present the principles that make up the Vision Statement, illustrating them for the participants with examples of places that show how the principles could be followed in La Vista. The consultant will also present the Conceptual Plan, showing how the principles would be applied in specific places throughout the Plan Area. The consultant and City staff will work with the group as a whole to go through the principles and Conceptual Plan in more detail, answering questions and gathering input from the participants.

##### 2. Working Group Meeting #4

The fourth Working Group meeting will give the members a chance to see the changes that have been made to the Vision Statement and Conceptual Plan since they saw them initially, and to hear how they were received by the public. The consultant and City staff will describe the remainder of the process to the Working Group and explain their involvement through the final phases of the project.

##### 3. Planning Commission Workshop

The Planning Commission workshop will be held at a time when several hours can be devoted to their review of the Vision Statement and Conceptual Plan. The format will be that of a workshop rather than a hearing, so the Commissioners are able to sit around a table together to look at maps and diagrams, review the process and understand the results. The Planning Commission will be asked to give detailed feedback on the Vision Statement and Conceptual Plan. This information, and any recommendations for modifications, will be forwarded to the City Council. The consultant will facilitate this workshop.

##### 4. City Council Meeting

The City Council will have the opportunity to review the Vision Statement and Conceptual Plan and will hear a summary of the process from which they

resulted. The Council members will also hear a summary of recommendations from the Planning Commission and will be asked to recommend that the consultant move ahead with preparation of a final Vision Plan, with any modifications requested by the City Council. The consultant will attend and make the presentation at this meeting.

#### 5. Final Vision Plan

The consultant will prepare an Administrative Draft of the Final Vision Plan for City staff review. It will include the following components:

- ◆ Introduction and Summary of Process. This section will set the stage for the remainder of the document, summarizing why the Vision Plan was undertaken, the process that led up to the Vision Plan and how this fits into other planning efforts in La Vista.
- ◆ Vision Statement. The Community Vision Statement will include broad principles for the future of the 84<sup>th</sup> Street corridor, followed by a series of more specific goals identifying how the vision can be achieved.
- ◆ Conceptual Plan. The Conceptual Plan will graphically illustrate the Vision Statement, providing a land use diagram showing the types of uses envisioned in the Plan Area, and including street cross-sections and/or plan views where appropriate.
- ◆ Next Steps. The final section of the Vision Plan will provide a descriptive list of necessary tasks to implement the vision, such as a Specific Plan/Implementation Plan, Zoning Ordinance amendments and/or Comprehensive Plan amendments. Once City staff has reviewed the administrative draft and provided comments, the consultant will prepare a Final Vision Plan for publication.

#### 6. Newsletter #4

This final supplement to the CityWise newsletter will summarize the information in the Final Vision Plan, indicate how interested readers can get a copy and explain what will happen next as the City works toward the implementation of the resulting 84<sup>th</sup> Street Redevelopment Project.

### **Section 2: Cost**

The estimated cost to complete this scope of work must be provided. The consultant will complete this scope of work for a fixed fee not to exceed this amount. The billing rates for each team member must be included in a table.

#### A. Cost Guarantee

A statement regarding a guarantee that the firm will complete a contracted scope of work for the contracted cost must be provided. Any in-contract cost overruns are absorbed by the firm and are not passed on to the client. The consultant should submit their standard contract for review as part of the proposal.

#### B. Assumptions

This scope of work and cost estimate assumes that:



- ◆ Billing rates for this project are guaranteed through (date).
- ◆ City staff will act as a clearinghouse for comments on all draft documents and will provide the consultant with a single, internally reconciled set of comments on each draft.
- ◆ There will be a single round of intensive review and revision to each of the draft documents. If City staff feels that review of a second draft is needed, a contract amendment allowing additional work may be allowed.
- ◆ The consultant will use ArcView version 9.2-compatible shapefiles and/or geodatabases from City/County staff for the development of the project's base map and subsequent thematic maps. All files delivered by City staff are assumed to be current, spatially accurate and aligned with one another, and referenced to a common coordinate system appropriate for the area. Each shapefile will arrive with the appropriate coordinate system definitions (i.e. .PRJ files); likewise, the coordinate system of geodatabases, if applicable, will contain proper coordinate system definitions. This scope assumes that the City's/County's existing GIS information, including attribute data, are essentially complete and that any needed adjustments by the consultant will be minor. A maximum of 8 hours will be allotted for data quality control procedures. Additionally, the consultant will expect metadata documentation for each shapefile and/or geodatabase submitted for this project including, but not limited to, data author and description, data creation date, attribute field definitions, and frequency of data updates.
- ◆ After creating the initial base map, the consultant will provide a copy to City staff for review and approval prior to use for subsequent mapping work. At the conclusion of the project, the consultant will provide a CD to City staff containing all original data as well as project-specific data layers modified or created by the consultant along with pertinent metadata documentation.
- ◆ All products will be submitted to City staff in electronic (PDF) format, except for printed copies that are specifically identified in Section 3.
- ◆ This project will include an allowance for printing shown in Section 3 below. This is an allowance only, based on the numbers of products and copies shown in Section 3.
- ◆ City staff will be responsible for meeting logistics, including schedule coordination, document production, printing notices, mailing costs, room reservations for speakers in Task A.10, meeting room set-up and take-down, and refreshments.
- ◆ The consultant will provide up to three facilitators for the Community Workshops. Additional facilitators will be drawn from City staff or the Working Group members. The consultant will provide training for facilitators immediately before each workshop.
- ◆ The consultant will be responsible for designing notices for Community Workshops, and will provide the City with an electronic version of the workshop flier for printing and mailing, or posting in other manners.

### **Section 3: Products**

- ◆ Newsletter #1 (Task B.1)

- ◆ Working Group Meeting #1 Summary (Task B.4)
- ◆ Walking Tour Map (Task B.5)
- ◆ Photos from Mobile Tour posted to project website (Task B.6)
- ◆ Newsletter #2 (Task C.1)
- ◆ Working Group Meeting #2 Summary (Task C.2)
- ◆ Draft Alternatives Presentation (Task C.3)
- ◆ Final Alternatives Presentation (Task C.3)
- ◆ Working Group Meeting #3 Summary (Task D.3)
- ◆ Newsletter #3 (Task D.5)
- ◆ Working Group Meeting #4 Summary (Task E.2)
- ◆ Administrative Draft Final Vision Plan (Task E.5)
- ◆ Final Vision Plan (Task E.5)
  - 1 screencheck version in Word and PDF format
  - 25 color printed copies
  - 1 camera-ready, unbound, printed color copy
  - 1 version in Word on writable CD
  - 1 PDF version on CD
- ◆ Newsletter #4 (Task E.6)

#### **Section 4: Schedule**

The schedule for the work will be graphically presented in a figure.