

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MAY 1, 2007 AGENDA

Subject:	Type:	Submitted By:
AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS — MUNICIPAL FACILITIES PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR

SYNOPSIS

A resolution has been prepared authorizing the advertisement of requests for proposals (RFP) for architectural/professional consulting services related to the development of a Municipal Facilities Plan.

FISCAL IMPACT

The FY 06/07 Construction Fund contains \$60,000 for the proposed professional services. No funds for these services will be committed until a contract has been approved by Council.

RECOMMENDATION

Approval.

BACKGROUND

For the past several years at the annual strategic planning session the City Council has identified adequate City facilities as part of its vision and priority. In FY 03 a Municipal Facilities Plan was proposed to identify what space needs the City would face in both the short-term and long term for several service areas. A decision was made at that time to proceed with a space needs study for the Fire Department and subsequently focus on the design and construction of a second fire station.

The FY 07 budget provides funding for professional consulting services related to the development of a Municipal Facilities Plan for the following service areas:

1. General Administrative services (including Mayor/Council, Administration, City Clerk, Finance, and Public Buildings and Grounds)
2. Community Development services
3. Recreation Department administrative services
4. Public Works services

It is intended that a Municipal Facilities Plan will guide the City in making decisions about the most appropriate use of the vacant sight immediately west of City Hall as well as the vacant unused space in the previous police facility. Further, a Municipal Facilities Plan will save the City money as it converts existing spaces to new uses so that all of the City's needs are considered comprehensively as opposed to piecemeal improvements that may only serve as short-term solutions for municipal facilities.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR ARCHITECTURAL/PROFESSIONAL SERVICES ASSOCIATED WITH THE DEVELOPMENT OF A MUNICIPAL FACILITIES PLAN.

WHEREAS, the Mayor and Council have determined that it is desirable to take proposals for architectural/professional services for the development of a Municipal Facilities Plan; and

WHEREAS, the City Administrator has prepared specifications for the request for proposals; and

WHEREAS, the FY 06/07 Construction Fund budget provides funding for such professional services.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the advertisement for request for proposals and the City Clerk is hereby authorized to advertise for the proposals in accordance with the specifications prepared by the City Administrator, and said sealed proposals are to be opened publicly at 4:30 p.m. June 13, 2007, at City Hall, 8116 Park View Blvd., La Vista, Nebraska 68128.

Publish Notice	May 10, 2007
Open Proposals	June 13, 2007
Tentative Award Date	August 7, 2007

PASSED AND APPROVED THIS 1ST DAY OF MAY 2007.

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: May 2, 2007

ORIENTATION & FACILITY TOUR: May 15, 2007, 10:00 a.m. (Registration Required)

PROPOSALS DUE: June 13, 2007, 4:30 p.m.

TENTATIVE AWARD DATE: August 7, 2007

THE CITY OF LA VISTA REQUESTS PROPOSALS FOR THE FOLLOWING:

Architectural/Professional Consulting Services associated with the development of a Municipal Facilities Plan for the following service areas:

1. General Administrative services (including Mayor/Council, Administration, City Clerk, Finance, and Public Buildings and Grounds).
2. Community Development services
3. Recreation Department administrative services.
4. Public Works services.

INSTRUCTIONS:

1. Proposals must be sealed and addressed as follows:
City of La Vista — Proposal for Municipal Facilities Plan
Attn: Pam Buethe, City Clerk
8116 Park View Boulevard
La Vista, NE 68128-2198
2. A facilities orientation meeting and tour will be held on May 15, 2007 at 10:00 a.m. Reservations are required with a maximum of two (2) participants per bidder. To reserve your spaces please contact in writing Pam Buethe, City Clerk, at 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.
3. Proposals must be received before 4:30 p.m. on Wednesday, June 13, 2007 at La Vista City Hall, 8116 Park View Boulevard.
4. Required submittal information may be obtained at La Vista City Hall, 8116 Park View Boulevard, La Vista, NE 68128-2198, (402) 331-4343.
5. Any questions regarding proposal requests should be directed in writing to Pam Buethe, City Clerk at 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
FOR ARCHITECTURAL/PROFESSIONAL SERVICES
CITY OF LA VISTA, NEBRASKA**

The City of LaVista is soliciting proposals from qualified architectural firms interested in providing services required for the development of a Municipal Facilities Plan for the following services areas:

1. General Administrative services (including Mayor/Council, Administration, city Clerk, Finance, Community Development, and Public Buildings and Grounds).
2. Recreation Department administrative services.
3. Public Works services.

General Information

Located immediately southwest of Omaha, Nebraska, the City of La Vista, incorporated in 1960, is the youngest city in Sarpy County. La Vista's current population is 16,000 and growing.

The City of La Vista is fortunate to operate its public services from relatively new facilities in most cases, as well as to have additional facility space available. However, as new staff is planned and services expanded in future fiscal years, the City would like to maximize the use of space and minimize the remodeling and relocation of staff on a piecemeal basis.

It is likely that our existing facilities will be inadequate and that they will be unable to accommodate additional growth of staff and changes in services without minor reorganization and in some cases new facilities.

The City is committed to ensuring a participatory facility development process with all City departments involved in this analysis.

The requested Municipal Facilities Plan will focus on the existing service areas identified in Chart A. While Chart A identifies the basic municipal building infrastructure currently available to the City and identifies current authorized staffing levels, the most qualified respondent to this RFP will be prepared to work closely with the various City departments to evaluate future needs and recommend a comprehensive strategy to the Mayor and City Council for the efficient utilization of existing spaces and plans for new space needs.

Service Area	Current Facility
General City Government Administrative Services	City Hall, 8116 Park View Blvd. Opened 1994
Community Development Department Administrative Services	City Hall, 8116 Park View Blvd. Opened 1994
Recreation Department Administrative Services	Community Center, 8116 Park View Blvd. Opened 1994
Public Works Department Streets, Parks, Sewer Services	Public Works Facility, 9900 Portal Road Opened 1993
Vacant Unused Space	Vacated Police Facility, 8110 Park View Blvd. Built in mid 1970s
Vacant Unused Space	Vacated Commercial Property Owned by City at 8118 Park View Blvd.

Intent and Services Sought

The intent of this RFP is to obtain proposals from qualified experts in the assessment of municipal facilities and the development of a municipal facilities plan and who have provided consulting services similar to those requested herein. The project will consist of a single report and shall cover two phases to include Preliminary Analysis and Plan Development.

1. Preliminary Analysis Phase I

- A. Prepare a needs assessment for the purpose of identifying staffing projections and space requirements which will serve as the foundation for a summary space program. The space program shall define current and future functions to be accommodated in the service area, and related space and site requirements.
- B. Research and analyze potential site options and suitability of such sites for expanded services that are identified in the needs assessment in terms of size, location, etc.
- C. Prepare a preliminary project scope for the identified options.
- D. Prepare and submit a report summarizing the findings in Phase I.

2. Plan Development Phase II

Prepare a recommended plan for improvements with a proposed timetable that will identify for the City the best way to maximize cost efficiency of improvements and minimize service disruptions. The recommended plan should identify immediate recommendations (within 48 months), short-term recommendations (48 months to 60 months), and a narrative of long-term facility needs considerations applicable to each service area (five years or more).

Anticipated Process for Firm Selection

Approximately three firms will be selected for interviews with a panel of city officials. These interviews will be scheduled for the week of July 9, 2007. Firms will be selected for interviews based on their qualifications, approach presented in the proposal and the success of previous needs

assessments and space needs studies for local government entities. Final selection will be on the basis of a number of consideration including general professional experience, the firm's experience and success with similar projects, experience of the project manager and assigned personnel, project approach and ability to successfully negotiate a contract with the City of La Vista.

Each firm selected for the interview will be allowed 20 minutes to further present their qualifications to the interview panel. At the conclusion of the presentation, 30 minutes will be allowed for questions from the panel and responses from the firm.

The panel will rate the firms interviewed and staff will conduct follow up evaluations of the top ranked firms and make a recommendation to the Mayor and City Council on or about August 7, 2007. Contract negotiations will commence following approval of recommended firm by the Mayor and City Council. If an agreement is not reached with the selected firm, another highly ranked firm will be recommended to the Mayor and City Council for approval.

Proposals: 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.

Contract Form

The contract for architectural/professional services and related contracts shall be in a form approved by the City.

Submittal Requirements

It is requested that written proposals include the following information:

1. Firm name, address, telephone number and fax number.
2. Type of organization (partnership, corporation, etc.)
3. Names of principals.
4. Provide a brief background of the firm and any proposed consultants.
5. Location of office(s) where the bulk of the work will be carried out.
6. If the above designated office is not local, what will be done locally and by whom.
7. Develop a summary of the firm's approach to each phase of this project.
8. A proposed timeline including the anticipated starting date, progress reviews and completion date for the project.
9. How will work team be organized — staff types and numbers, responsibilities, etc.
10. Provide a review of related project experience including project description, contact person for owner of each project, date of completion and original contract amount (please include a copy of any related aquatics studies).
11. Supply resumes of personnel who would be assigned to this project.
12. General statement regarding extent of necessary client and public meetings.
13. Supply three references from previous clients, to include (2) positive references and (1) negative/questionable reference.
14. Fees. Each submitting firm shall include with its proposal a project estimate based upon the proposal submitted. List hourly billing rates for positions working on the project. Estimate a "lump-sum" breakdown for each major element of the consultant's work for the project. Also, estimate a total to be billed for reimbursable expense including copies, long distance and

authorized travel. An agreement on all fees will need to be reached as part of the contract negotiations, which will commence following approval of the recommended firm by the Mayor and City Council. If an agreement as to fees is not reached with the selected firm, another highly ranked firm will be recommended to the Mayor and City Council for approval.

15. Copies of any proposed contract documents.
16. Listing of any exceptions to the requirements herein.
17. It is requested that proposals be limited to no more than 30 pages.

Submission of Proposals

Interested firms shall send eleven (11) copies of proposals to Pam Buethe, City Clerk, City of La Vista, 8116 Park View Blvd., La Vista, NE 68128-2198. Proposals must be received no later than 4:30 p.m. on Wednesday, June 13, 2007. Proposals must remain firm for sixty (60) days from proposal due date.

The recommended firm could be required to provide additional copies of their proposal.

Additional Information

All requests for additional information regarding this solicitation should be directed to Assistant City Administrator Rita Ramirez at rramirez@ci.la-vista.ne.us or via fax at 402-331-4343.