

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**DECEMBER 5, 2017 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AUTHORIZE AGREEMENT FOR CIVIC CENTER PARK – PHASE 2 DESIGN SERVICES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	ANN BIRCH COMMUNITY DEVELOPMENT DIRECTOR

**SYNOPSIS**

A resolution has been prepared authorizing the execution of a Professional Services Agreement with RDG Planning & Design to provide continuing design assistance services for the second phase of improvements in Civic Center Park.

**FISCAL IMPACT**

The Capital Improvement Program provides funding for the 84<sup>th</sup> Street Public Improvements Redevelopment Project – Golf Course Transformation.

**RECOMMENDATION**

Approval.

**BACKGROUND**

A resolution has been prepared authorizing the execution of a Professional Services Agreement with RDG Planning & Design to provide continuing design assistance services for the second phase of improvements in Civic Center Park. The improvements include the following work which is intended to be bid in the spring of 2018 and constructed during the summer:

1. Pedestrian trail around the lake with consideration of connections to the periphery of the park
2. Retaining wall designs for any necessary retaining walls
3. Combination fire lane/service drive/trail between the Central Park cul-de-sac and the building being constructed on Lot 14, City Centre (northeast lot abutting park)
4. Lake edge planting
5. Bioretention basin planting
6. Aeration devices in lake
7. Turf and irrigation plans for all areas disturbed in the mass grading efforts
  - a. Connection plans for a future irrigation system for the amphitheater area
  - b. Selection of a source of irrigation water
8. Electrical infrastructure to accommodate future lighting and other electrical needs
9. Coordination with prospective recreational vendor for future needs of lake rental facility

The fees for the design services for this phase of the improvements in Civic Center Park is \$84,400 plus reimbursable expenses.

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

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH RDG PLANNING & DESIGN FOR CIVIC CENTER PARK – PHASE 2 DESIGN SERVICES.**

WHEREAS, the Mayor and City Council of the City of La Vista have determined that professional design services for Civic Center Park – Phase 2 are necessary; and

WHEREAS, the FY17/18 Biennial Budget contains funding for multiple potential public infrastructure improvements and associated services; and

WHEREAS, RDG Planning & Design was determined to meet the City's needs for this work; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secures Council approval prior to authorizing any purchase over \$5,000.00,

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and City Council of La Vista, Nebraska do hereby authorize an agreement with RDG Planning & Design for Civic Center Park – Phase 2 design services in the amount of \$84,400 plus reimbursable expenses.

**PASSED AND APPROVED THIS 5TH DAY OF DECEMBER, 2017.**

**CITY OF LA VISTA**

**ATTEST:**

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**Douglas Kindig, Mayor**

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**Pamela A. Buethe, CMC  
City Clerk**



November 30, 2017

Ann Birch  
Community Development Director  
City of La Vista  
8116 Park View Boulevard  
La Vista, NE 68128

**RE: La Vista Civic Center Park – Phase Two**  
RDG Project No. R3001.477.01

Ann:

RDG Planning & Design is pleased to provide you with the following proposal for schematic design, design development, construction documentation, bidding negotiation, and construction administration services for the La Vista Civic Center Park – Phase Two construction project. For this project, we are excited to team with TD2 Engineering to provide civil engineering consulting and structural engineering services and EC Design Group to provide irrigation design services. Landscape architecture, electrical engineering, lighting design, and additional civil engineering services will be performed by RDG.

The Civic Center Park Phase 2 project includes the following items:

1. Pedestrian trail around the lake with consideration of connections to the periphery of the park
2. Retaining wall designs for any necessary retaining walls
3. Combination fire lane/service drive/trail between the Central Park cul-de-sac and the Lot 14 building
4. Lake edge planting
5. Bioretention basin planting
6. Aeration devices in the lake
7. Turf and irrigation plans for all areas disturbed in the mass grading efforts
  - a. Connection plans for a future irrigation system for the amphitheater area
  - b. Selection of a source of irrigation water
8. Electrical infrastructure to accommodate future lighting and other electrical needs
9. Coordination with prospective recreational vendor for future needs of lake rental facility



## SCOPE OF SERVICES

### TASK 0: PRE-DESIGN

In this phase of work, the RDG Team, along with key City Staff will review the RDG Master Plan, the EDSA Plans, the existing mass grading plan, and all applicable architectural plans from the City Centre district to fully understand their schedules, integration, and applicability. After review, a subsequent sketch plan, which will not be published, will be developed to best help determine the impacts of future programs, use, and construction for the Phase 2 project.

This phase of work will be completed under the On-call Services project (RDG Project 3001.477.00). It is included in this scope for reference only, in order to fully outline the process needed to complete the project.

Meetings held during this pre-design phase include:

1. Hold a **Kick-off Meeting** to review overall scope, deliverable dates, construction dates, and catch up on any updates or new knowledge which has been gathered since the master plan was completed.
2. Hold a **Master Plan Sketch Review Meeting** to review the updates to the master plan and discuss any potential impacts to the park.
3. Hold a **Streetscape Coordination Meeting** with City of La Vista Staff and representatives from Design Workshop to understand the streetscape design and ideal locations for connection.

### TASK 1: SCHEMATIC DESIGN – 30% COMPLETE

In this phase of work, the RDG Team will develop a schematic site layout plan and anticipated seeding plan to start to identify spatial constraints, anticipated grading changes, and opinions of probable construction cost. Additional meetings will be held to confirm requirements for the developer and the potential lake concessionaire. Drawing file of existing site conditions to be provided by the City of La Vista to RDG prior to commencing Task 2. See assumptions and additional services for more information.

During the Schematic Design project phase, RDG will:

1. Develop plans to a 30% complete level.
2. Develop an opinion of probable cost to verify project is in budget.
3. Hold a **Schematic Design Review Meeting** with City of La Vista staff to get approval of overall direction.
  - a. Meeting location: La Vista Community Development Building
  - b. Meeting attendees: Select La Vista City Staff, Hans Klein-Hewett, Bruce Niedermeyer
  - c. Goals of the meeting:
    - i. Confirm schematic design direction, specifically site layout and limits of construction
    - ii. Verify trail layout and dimensions



## **TASK 2: DESIGN DEVELOPMENT – 60% COMPLETE**

In this phase of work, the approved schematic design plans will be developed further, with a focus on identifying materials, finishes, and details. This includes retaining wall and bioretention basins. Additional meetings will be held to confirm design decisions with the 84<sup>th</sup> Street Streetscape Design Team.

During the Design Development project phase, RDG will:

1. Hold a **Developer, Fire Marshal, and Vendor Meeting** with City of La Vista Staff, representatives from the City Centre development, potential vendors for lake recreation, and the La Vista Fire Marshal to understand their requirements and impacts on the project.
  - a. Meeting location: La Vista Community Development Building
  - b. Meeting attendees: Select La Vista City Staff, Developer Representative, Vendor Representative, Fire Marshall Representative, TD2 Representative, Hans Klein-Hewett, Bruce Niedermeyer
  - c. Goals of the meeting:
    - i. Developer:
      1. Confirm requirements and layout of fire access drive
      2. Understand the boundary of the amphitheater space
    - ii. Vendor:
      1. Understand the ideal storage capacity, operational requirements, access requirements, and other pertinent information to ensure the site is developed in a vendor-friendly manner
    - iii. Fire Marshal:
      1. Confirm design parameters of fire lanes in the City of La Vista
      2. Confirm design direction as proposed in the plans
  2. Develop Design Development-level site layout plans, including grading, material choices, and key details
  3. Develop preliminary landscape plans, identifying locations of turf grass and native seeding.
  4. Prepare an opinion of probable cost to verify project is in budget.
  5. Hold a **Design Development Review Meeting** with City of La Vista staff to get approval of overall direction.
    - a. Meeting location: La Vista Community Development Building
    - b. Meeting attendees: Select La Vista City Staff, Hans Klein-Hewett, Bruce Niedermeyer
    - c. Goals of the meeting:
      - i. Review design development progress
      - ii. Verify lighting locations and coverage
      - iii. Verify list of future electric needs and ideal placement
      - iv. Verify trail connections
      - v. Verify extents of irrigation system



### **TASK 3: CONSTRUCTION DOCUMENTS – 100% COMPLETE**

The construction document phase will proceed with approved design development plans. The work of this phase is to prepare final construction documents which will include plan drawings, construction details, technical specifications, and a final opinion of probable construction cost.

During the Construction Document project phase, RDG will:

1. Prepare construction plan drawings and construction details. Hard copy and digital copy will be provided.
2. Prepare technical sections of specifications for work generally described in the Construction Specification Institutes' format. One (1) paper copy, and a digital copy (Microsoft Word files), of these technical specifications will be furnished to the owner.
3. Review and assist with the preparation of a final opinion of probable construction cost.
4. Hold a **95% Complete Construction Documents Review Meeting** with the City of La Vista staff.
  - a. Meeting location: La Vista Community Development Building
  - b. Meeting attendees: Select La Vista City Staff, Hans Klein-Hewett, Bruce Niedermeyer
  - c. Goals of the meeting:
    - i. Confirm all needs are met in the plans and specifications
    - ii. Verify project budgets and contingencies
    - iii. Confirm next steps in bidding negotiation and construction administration phases
5. Complete 100% construction documents and deliver to the City of La Vista for bidding.

### **TASK 4: BIDDING NEGOTIATION**

The Bidding Negotiation phase will cover the advertising, plan and project manual dissemination, and eventual selection of a construction contractor for the Phase one project.

During the Bidding Negotiation project phase, RDG will:

1. Answer contractor questions throughout the bidding period
2. Develop and issue addenda to reflect design changes or answer questions
3. Hold a **Pre-Bid Meeting** with the City of La Vista staff
  - a. Meeting location: La Vista Community Development Building
  - b. Meeting attendees: Select La Vista City Staff, Interested Bidders, Hans Klein-Hewett, Bruce Niedermeyer
  - c. Goals of the meeting:
    - i. Ensure all bidders have their questions answered
4. Participate in the bid opening and evaluation



## **TASK 5: CONSTRUCTION ADMINISTRATION**

During this phase of work, the Design Team will work together to ensure the project is completed to the standards and details outlined in the construction documents.

During this project phase, RDG will:

1. Provide administration of the contract between the owner and contractor, as set for in the AIA Document A201-2007, General Conditions of Contract for Construction
2. Provide digital information for horizontal layout
3. Hold a **Pre-Construction Meeting** with the City of La Vista staff
  - a. Meeting location: La Vista Community Development Building
  - b. Meeting attendees: Select La Vista City Staff, Contractor, Bruce Niedermeyer
  - c. Goals of the meeting:
    - i. Ensure all parties (contractor, Owner, Designer) understand the project, its limits, schedule, and process
4. Review and process shop drawings
5. Attend bi-weekly construction progress meetings to review site progress. For the purposes of this scope and fee, we anticipate a six-month timeframe for construction, largely running between May 1, 2018 and November 15, 2018. For the fee listed below, the number of progress meetings will be limited to ten (10). Additional meetings can be added at our standard hourly rate.
6. Review shop drawings and submittals
7. Provide one punch list of items to be fixed and/or repaired prior to final acceptance
8. Provide one final walkthrough to verify compliance of punch list

## **TASK 6: POST-OCCUPANCY SERVICES**

During this final phase of work, the RDG Team will work with the City of La Vista with warranty assistance and the compilation of drawings.

During this project phase, RDG will:

1. Attend a warranty walk-through at one-year from substantial completion and assist the City of La Vista with any warranty items.
2. Compile and provide to the City of La Vista the digital media documents of construction plans and specifications.



## PROFESSIONAL FEES

RDG's fees for schematic design, design development, construction documentation, bidding negotiation, construction administration, and post-occupancy services as described would be a phased, fixed fee of \$84,400. This total covers all design fees, including irrigation, civil engineering, and electrical engineering fees, but does not include reimbursable expenses (see below). The assumption for the fees is that these services will be completed by November 15, 2018. Below is a breakdown of the phases:

1. Schematic Design	\$14,400
2. Design Development	\$20,900
3. Construction Documentation	\$22,600
4. Bidding Negotiation	\$5,000
5. Construction Administration	\$20,900
6. <u>Post-Occupancy</u>	<u>\$600</u>
Total:	\$84,400

## ANTICIPATED REIMBURSABLE EXPENSES

The traditional items considered reimbursable would be travel, printing of documents for the owners use, and postage. Travel, printing, and postage is billed at cost.

For this project, anticipated reimbursable expenses total \$800 above the above mentioned professional fees.

## ASSUMPTIONS & ADDITIONAL SERVICES

1. All permit fees will be paid by the City.
2. This scope assumes that the project will move in a linear pattern, with one task occurring after the previous is completed. If this schedule changes, additional services will be negotiated to cover the additional costs.
3. The above scope of services relies on the survey and design work developed by TD2 Engineering. If additional survey work is needed, it will be an additional service.
4. If the project budget is expanded, additional services will be negotiated.
5. This plan assumes that the constructed electrical system will only include conduit placed around the site to accommodate future electrical needs. If any additional electrical elements are requested to be added to the construction documents, additional fee will be required.
6. Survey information, including the updated topographic information from the Phase 1 grading project, is assumed to be provided by the City of La Vista. If requested, the survey information can be provided by RDG and TD2 as an additional service.
7. Meetings with the Army Corps of Engineers regarding lake edge treatments and coordination have been excluded from the scope at the request of the Owner. If they are needed, they can be provided as an additional service.

