

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JULY 7, 2015 AGENDA

| Subject: | Type: | Submitted By: |
|--|---|---|
| AUTHORIZE REQUEST FOR PROPOSALS – ENGINEERING SERVICES-CITY PARKING DISTRICT ACCESS IMPROVEMENTS | ◆ RESOLUTION ORDINANCE RECEIVE/FILE | JOHN KOTTMANN CITY ENGINEER/ASSISTANT PUBLIC WORKS DIRECTOR |

SYNOPSIS

A resolution has been prepared authorizing a Request for Proposals for engineering services necessary to perform preparation of plans and specifications and construction phase services for a public street to improve connectivity to the City Parking Lot with related drainage and intersection improvements. Proposals will be solicited from three engineering firms that have knowledge of the Southport West infrastructure.

FISCAL IMPACT

Funding for the engineering services and subsequent construction will come from bonds supported by highway allocation funds and sales tax revenue, if required.

RECOMMENDATION

Approval

BACKGROUND

The initial phase of City Parking Lot construction anticipated that there would be additional connections made to the south. Recent development activity and prospects for more activity make this an appropriate time to make additional improvements that will increase the ability to connect the new development traffic to the City Parking Lot, both vehicular and pedestrian. This may include improvements to the intersection of Westport Parkway and Southport Parkway. In addition, drainage improvements are needed to serve storm water runoff from Southport West including the runoff from the City Parking Lot.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES FOR THE CITY PARKING DISTRICT ACCESS IMPROVEMENTS

WHEREAS, the Mayor and Council have determined that requesting proposals for engineering services for the City Parking District access improvements is necessary, and

WHEREAS, the FY 15 Debt Service Fund provides funding for this service; and

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the request for proposals for engineering services for the City Parking District access improvements.

PASSED AND APPROVED THIS 7TH DAY OF JULY, 2015.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

REQUEST FOR PROPOSALS

FOR PROFESSIONAL ENGINEERING SERVICES

CITY PARKING DISTRICT ACCESS IMPROVEMENTS

CITY OF LA VISTA, NEBRASKA

PROJECT DESCRIPTION

The City of La Vista is requesting proposals for professional engineering services to prepare conceptual plans, opinions of construction costs, preliminary design, final design and construction phase services for a public road to improve access to the City Parking District and related improvements such as storm water drainage enhancements and traffic signal/intersection modifications. Attached is Exhibit "A" that identifies the proposed location of the public road and Exhibit "B" showing the extent to which drainage improvements are proposed for analysis.

SCOPE OF SERVICES

- Perform topographic survey of the proposed public road location, and perform topographic surveys of storm water drainage facilities and drainageways. This should include locating property lines.
- Obtain subsurface soils investigation and provide geotechnical recommendations related to construction of the proposed public road.
- Identify jurisdictional waters of the United States in the anticipated work areas, identify impacts to jurisdictional waters and prepare permit applications to the Corps of Engineers as may be necessary to obtain permits for drainageway improvements.
- 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.
- Meet with the City and local agencies such as utility companies, Corps of Engineers and the Papio-Missouri River Natural Resources District for the purpose of discussing alternatives, costs, and other relevant matters.
- Prepare a conceptual plan of public road and storm water facilities, drainageway improvements, and intersection improvements. Geotechnical investigations will not be required for the conceptual plan phase.
- Conduct a pre-application meeting with the Nebraska Regulatory Office of the Corps of

Engineers if found to be necessary and/or advisable. Based on the comments obtained modify the conceptual plan to fit within Nationwide Permit criteria, if possible.

- 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.
- Prepare preliminary plans and specifications for the public road and intersection improvements. Preliminary plans shall contain proposed vertical and horizontal alignment, typical cross sections, proposed construction limits and right of way limits, proposed storm water management facilities including measures to address water quality and peak flows from the new pavement areas (first half-inch of runoff for water quality, no increase in 2-year peak and no more than 25% increase in 10-year peak above existing conditions). 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 for existing detention basin rehabilitation and drainageway rehabilitation setting proposed locations of such work and limits of construction relative to existing easement or right-of-way limits.
- Prepare an updated opinion of probable construction costs based upon the preliminary plans.
- Prepare final plans and specifications. Final plans shall include additional details such as complete set of project cross sections, construction and removal plans, joints and grades, erosion control, utilities coordination, traffic control and phasing, quantities and bid items. Final plans shall be supported by earthwork quantity computations, storm sewer design and hydraulic analyses. Final specifications shall include bid items and quantities and completed Special Provisions. The 2014 Edition of the City of Omaha Standard Specifications for Public Works Construction shall be utilized..
- Prepare a plat map and legal description of right-of-way to be obtained by the City for the proposed public road. This would also include right-of-way needs for the intersection improvement, if applicable.
- Finalize the plans and specifications for bidding purposes based upon review comments provided by the City. 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.

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

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 January 2016. A Notice to Proceed is anticipated to be issued on or about August 18, 2015. 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.
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 August 3, 2015. 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, July 24, 2015. 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 Engineering Consulting Services for City Parking District Access Improvements.

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.

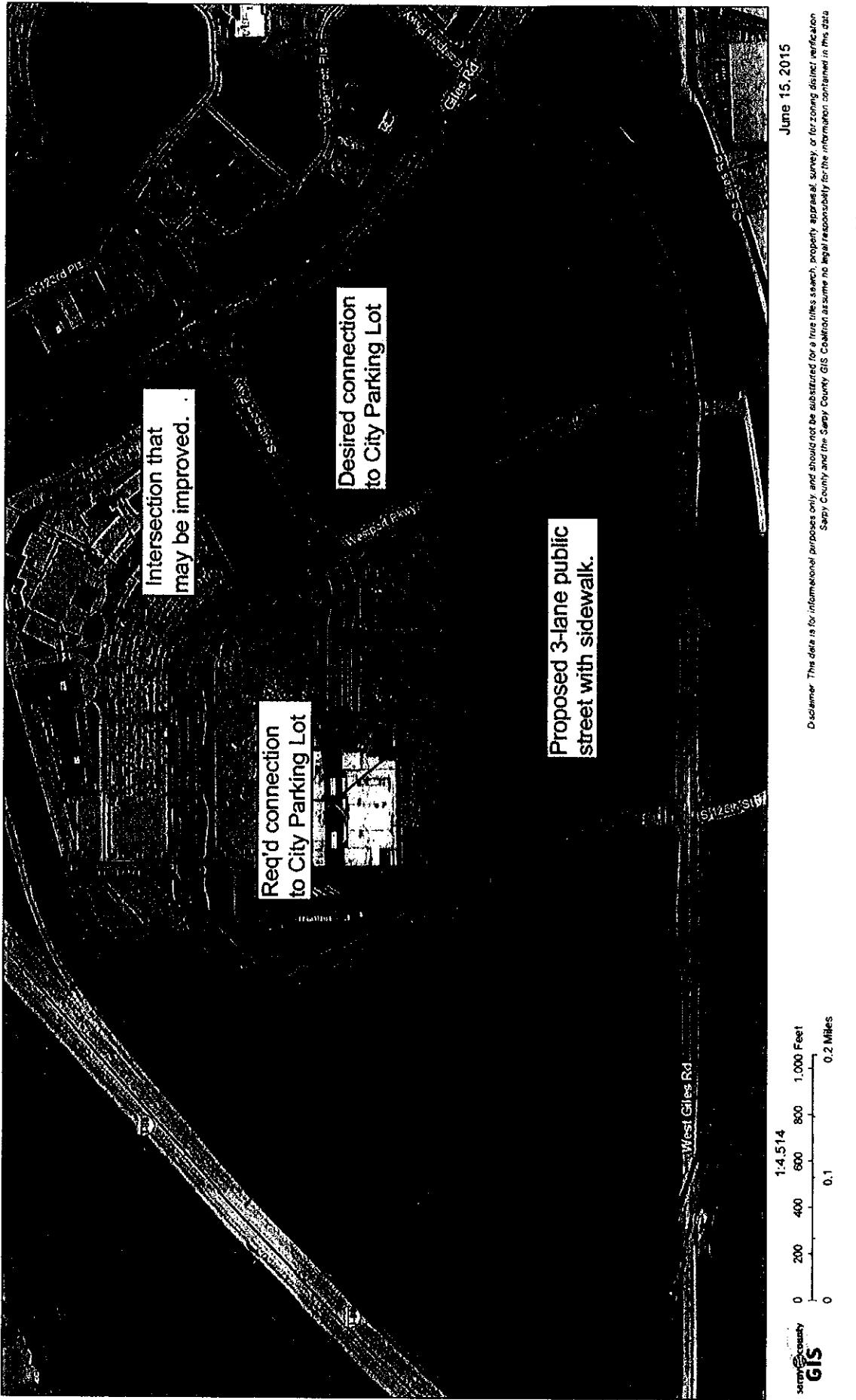
Proposals must remain firm for sixty (60) days from the proposal due date. City of La Vista

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

Sarpy County Property Information

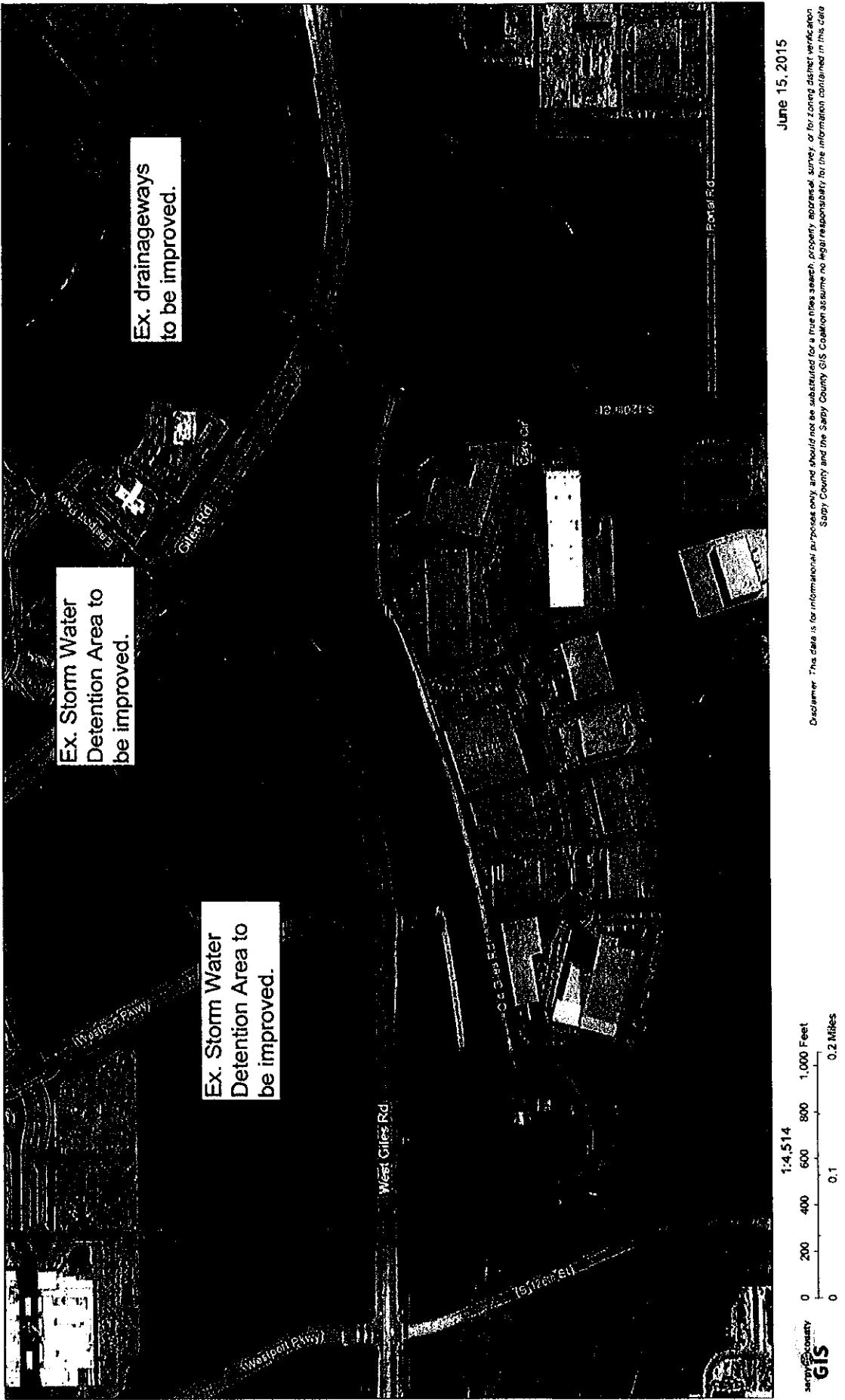


June 15, 2015

*Disclaimer: This data is for informational purposes only and should not be substituted for a true title search. Property appraisals, survey, or for zoning district verification
Sarpy County and the Sarpy County GIS Coalition assume no legal responsibility for the information contained in this data.*

EXHIBIT "A"

Sarpy County Property Information



Disclaimer: This date is for informational purposes only and should not be substituted for a true title search. Property Appraised Survey, or for zoning/permit verification. Sunbury County and the Sarpy County GIS Coalition assume no legal responsibility for the information contained in this data.

EXHIBIT "B"