

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
OCTOBER 2, 2007 AGENDA

Subject:	Type:	Submitted By:
AWARD CONTRACT - MUNICIPAL FACILITIES PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR

SYNOPSIS

A resolution has been prepared to award a contract to Leo A. Daly for professional services related to the development of a Municipal Facilities Plan in an amount not to exceed \$60,000.

FISCAL IMPACT

The FY 07/08 Capital Budget contains funding for the proposed project.

RECOMMENDATION

Approval.

BACKGROUND

Over the past several years as part of the annual strategic planning process the Mayor and City Council have identified adequate City facilities as part of its vision and priority. In FY03 a Municipal Facilities Plan was proposed to identify the space needs of the City for both the short-term and long term for several service areas. A decision was made at that time to proceed only with a space needs study for the Fire Department and subsequently focus on the design and construction of a second fire station.

Again in FY07 funds were budgeted for professional consulting services related to the development of a Municipal Facilities Plan focusing on General Administrative services (including Mayor/Council, Administration, City Clerk, Finance, and Public Buildings and Grounds), Community Development services, Recreation Department administrative services, and Public Works services.

The purpose of a Municipal Facilities Plan is to provide a framework and guide the City in making decisions about its municipal facilities. 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.

Council authorized the advertisement of Request for Proposals in May 2007. Three proposals were received and interviews were conducted with all three firms. Two firms submitted the requested work product samples, which staff has reviewed. It is recommended that a contract be awarded to Leo A. Daly as the Daly firm has an in-depth understanding of the master planning process and their project team has a great deal of master planning experience. As you can see below, Daly originally submitted a

much higher proposal fee. Because staff felt strongly that they were the most qualified firm for this project, we met with members of the project team to review and clarify the City's expectations regarding the process and the scope of the project. As a result, a lower fee was negotiated. (The City reserved the right in the RFP "to negotiate and revise terms with proposers without notice to other proposers.")

Prochaska & Associates	\$15,000 - \$20,000
JEO Consulting Group	\$62,500
Leo A. Daly	\$127,500 negotiated to \$60,000

A copy of all proposals is available for review in the City Clerk's office.

APPSCITYHALL\CNCLRPT\07 FILE\07 ADM MF Plan Contract

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AWARDING A CONTRACT TO LEO A. DALY, OMAHA, NEBRASKA, FOR PROFESSIONAL SERVICES RELATED TO THE DEVELOPMENT OF A MUNICIPAL FACILITIES PLAN IN AN AMOUNT NOT TO EXCEED \$60,000.00.

WHEREAS, the City Council of the City of La Vista has determined that adequate City facilities are part of its vision and priority; and

WHEREAS, the development of a Municipal Facilities Plan will enable Council to make informed decisions regarding facility needs and usage; and

WHEREAS, the FY 2006/07 Construction Fund Budget included funding for a Municipal Facilities Plan; and

WHEREAS, on May 1, 2007 the City Council authorized the advertisement of request for proposals for said project; and

WHEREAS, proposals were received on June 13, 2007 and interviews were conducted in August of 2007; and

WHEREAS, as a result of this timeline it was necessary to move funding to the FY 2007/08 Capital Budget; and

WHEREAS, the City Administrator and the Assistant City Administrator have reviewed the proposals and recommend that a contract be awarded to Leo A. Daly, Omaha, Nebraska, as the most qualified bidder; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secure council approval prior to authorizing any purchases over \$5,000.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of La Vista, Nebraska, that a contract in a form satisfactory to the City Administrator and City Attorney, be awarded to Leo A. Daly, Omaha, Nebraska for the development of a Municipal Facilities Plan in an amount not to exceed \$60,000.00, and that the Mayor is hereby authorized to execute said contract and the City Clerk is further directed to attest to the same.

PASSED AND APPROVED THIS 2ND DAY OF OCTOBER 2007.

CITY OF LA VISTA

ATTEST:

Douglas Kindig, Mayor

Pamela A. Buethe, CMC
City Clerk