

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 15, 2016 AGENDA**

Subject:	Type:	Submitted By:
AUTHORIZE REQUEST FOR QUALIFICATIONS PROJECT MANAGEMENT SERVICES PUBLIC INFRASTRUCTURE IMPROVEMENTS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER

SYNOPSIS

A resolution has been prepared authorizing the issuance of a joint Request for Qualifications by the City and the La Vista Community Development Agency for project management services.

FISCAL IMPACT

The FY 17 & FY18 City Budget provides funding for multiple potential public infrastructure improvements and associated services.

RECOMMENDATION

Approval.

BACKGROUND

There are currently several major development and/or redevelopment projects being proposed at various locations in the City of La Vista, which will result in the need for a number of potential public infrastructure improvements including roadway, sewer, utility, recreation, parking facility, landscaping and related amenities. The work will involve simultaneous projects at multiple sites that will, in some cases, take place concurrently and in the immediate proximity of private improvements. The City and the Agency are considering participation in various associated public infrastructure projects including but not limited to the following:

- Site Preparation & Demolition (Agency)
- Relocation of Overhead Power Transmission Line
- Construction of Roads, Sewers & Utilities
- Construction of Public Parking Facilities
- Grading and Enlargement of the Lake in Conjunction with Golf Course Transformation
- Construction of Amphitheater and Amenities in Conjunction with Golf Course Transformation
- Intersection Relocation – 84th Street & Summer Drive
- Conversion of 83rd Plaza to Public Road

The anticipated construction period for these projects is November 2016 to November 2018. Design consultants have been selected for some projects and some selections remain to be made. There are additional public infrastructure projects anticipated in 2019 and beyond.

Professional project management services are needed to assist with consultant and contractor selection, estimating, construction management, project monitoring, and coordination of multiple City or Agency projects. The resolution provides for soliciting proposals for such services. A separate agenda item will be considered for City approval in connection with such services to be provided on behalf of the Agency. The City would directly pay for all work for the City or Agency.

The following schedule is recommended:

Publish Notice of Request for Qualifications	November 23 and November 30, 2016
Receive Qualifications submittals	Until December 9, 2016 at 3:30 pm, local time
Conduct interviews and make a selection	Week of December 12, 2016
Negotiate agreement with selected firm	Week of December 19, 2016
City Council Award Contract	January 3, 2017

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE REQUEST FOR QUALIFICATIONS FOR PROJECT MANAGEMENT SERVICES FOR POSSIBLE PUBLIC INFRASTRUCTURE IMPROVEMENTS.

WHEREAS, the Mayor and Council have determined that a number of potential public infrastructure improvements will be necessary as a result of several major development and/or redevelopment projects being proposed; and

WHEREAS, the FY17 and FY18 budgets provides funding for multiple potential public infrastructure improvements and associated services; and

WHEREAS, the request for qualifications schedule is as follows:

Publish Notice of Request for Qualifications	November 23 and 30, 2016
Receive Proposals	Until December 9, 2016 at 3:30 pm
City Award Contract	January 3, 2017

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the request for qualifications for Project Management Services for possible public infrastructure improvements.

PASSED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2016.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk



**REQUEST FOR QUALIFICATIONS
FOR
PROJECT MANAGEMENT SERVICES**

Design & Construction Phases
Public Infrastructure Improvements

**CITY OF LAVISTA
&
LA VISTA COMMUNITY DEVELOPMENT AGENCY**

DEADLINE FOR SUBMISSION:

DECEMBER 9, 2016, 3:30 P.M.

AT

**CITY OF LA VISTA
PUBLIC WORKS DEPARTMENT
9900 PORTAL ROAD
LA VISTA, NE 68128**

INTRODUCTION

The City of La Vista, Nebraska (City) and the La Vista Community Development Agency (Agency) are hereby requesting qualifications from interested firms to perform professional project management services for the City and the Agency for multiple potential public infrastructure projects including roadway, sewer, utility, recreation, parking facility, landscaping and related amenities with a projected budget of approximately \$64 million. The work will involve simultaneous projects at multiple sites that will, in some cases, take place concurrently and in the immediate proximity of private improvements. (See Appendix for background and additional information.)

A. TIMELINE

Project Management Selection	Date
Publish Notice of RFQ	November 23 and November 30, 2016
Deadline for Receipt of Submittals	December 9, 2016, 3:30 p.m.
Conduct Interviews/Selection	Week of December 12, 2016
Negotiate agreement with selected firm/individual	Week of December 19, 2016
City Council award of contract	January 3, 2017

This timeline is provided for informational purposes only and is subject to change as determined in the sole discretion of the City of La Vista and the La Vista Community Development Agency.

B. GENERAL SCOPE OF PROJECT MANAGEMENT SERVICES

Project Management Services will be a joint contract for professional services entered into by the City and/or the Agency and will generally include duties of direct responsibility or assistance and consultation to the City's and Agency's project team(s). The City will directly pay for all services provided for the City or the Agency. The City Engineer or other designated City staff will be the point of contact on behalf of the City or the Agency with respect to proposals or services in connection with this RFQ. Project management services will generally include but shall not be limited to matters such as:

- (1) Assist the City and the Agency in negotiating fees with consultants for design and/or construction phase services;
- (2) Review of consultant design submittals and project budgets and advise the City and the Agency on recommended changes, additions, or deletions;
- (3) prepare opinions of probable construction costs based upon conceptual plans, preliminary plans and final plans;
- (4) assist in the review of bidding documents and solicitation for bids;
- (5) assist in establishing a list of prospective contractors and the selection of a Construction Manager at Risk Contractor, where applicable;
- (6) coordinate and collaborate with the various consulting firms, engineering firms, and contractors working for the City and the Agency and any private developers of adjacent property to include utility companies;
- (7) evaluation of and adherence to project schedules and budgets for multiple projects;
- (8) review and prepare change requests, change orders and pay applications;
- (9) attend regular design team

- The character, integrity, and reputation of the firm
- History of experience and successful performance on similar projects
- Project approach and understanding
- Demonstration of the ability and capacity to perform the outlined work for the City and the Agency in light of the size, scope, complexity and required time frame

D. SUBMISSION PROCEDURES

Proposals must be submitted to the City of La Vista Public Works Department, 9900 Portal Road, La Vista, NE 68128 on or before 3:30 p.m., December 9, 2016. No exceptions to this deadline will be given. The required number of copies of the proposal should be submitted in an envelope or other sealed container clearly marked on the outside as containing "Proposal for Project Management Services". For purposes of this paragraph the term "submitted" shall mean the actual in hand receipt of all required bid documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of submittal documents, or change in submittal documents, in such manner will not be accepted.

Those interested in submitting proposals should contact John Kottmann, City of La Vista Public Works Department, 9900 Portal Road, La Vista, NE 68128, 402.331.8927, or jkottmann@cityoflavista.org for any additional questions regarding the project.

Proposals must be firm for sixty (60) days from the proposal due date. City of La Vista and the La Vista Community Development Agency reserve 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 and the Agency at their sole discretion.

Following the opening of all submissions, the proposals will be reviewed and evaluated according to the criteria outlined above. The City and Agency may elect to interview one or more of the firms or individuals. The City and Agency reserves the right to request additional information which, in the City's and Agency's opinion, is necessary to assure that the submitter's consulting competence, business organization, and financial resources are adequate to perform the work described herein.

E. APPLICATION OF CITY POLICIES

By submitting a response to the RFQ, the prospective Project Management firm agrees to follow and comply with all City policies, regulations, written staff directives, and practices, as well as information management, purchasing, and accounting requirements.

APPENDIX

There are currently several major development and/or redevelopment endeavors being proposed in the City of La Vista, which will result in the need for a number of public infrastructure improvements including roadway, sewer, utility, recreation, parking facility, landscaping and related amenities. The work will involve simultaneous projects at multiple sites that will, in some cases, take place concurrently and in the immediate proximity of private improvements. The City and the Agency are considering participation in various associated public infrastructure projects including but not limited to the following:

- Site Preparation & Demolition (Agency)
- Relocation of Overhead Power Transmission Line
- Construction of Roads, Sewers & Utilities
- Construction of Public Parking Facilities
- Grading and Enlargement of the Lake in Conjunction with Golf Course Transformation
- Construction of Amphitheater and Amenities in Conjunction with Golf Course Transformation
- Intersection Relocation – 84th Street & Summer Drive
- Conversion of 83rd Plaza to Public Road

The anticipated construction period for these projects is November 2016 to November 2018. Design consultants have been selected for some projects and some selections remain to be made. There are additional public infrastructure projects anticipated in 2019 and beyond.