



June 1, 2010

PRE-NEGOTIATION MEMORANDUM
TASK ORDER (#to be assigned)
108th & CHANDLER, LA VISTA
CE CONSULTANT SERVICES



CE Consultant:



Prepared By:

John M. Kottmann, P.E.
City Engineer-City of La Vista
Member of LP/ Selection Committee

SAMPLE

1. Purpose of Negotiation:

The purpose of the negotiation will be to clarify and reduce anticipated efforts to complete tasks and make significant reductions in the proposed fee for the work as set forth in this memorandum.

2. Compliances:

A draft scope of work and consultant's fee proposal has been submitted by [redacted] via delivery to La Vista Public Works on May 27, 2010.

3. Type of Contract:

The type of contract proposed for the services will be a fixed-fee for the agreed upon scope of work.

4. Summary of Key Documents:

- a. Request for Fee Proposal dated May 17, 2010 prepared by La Vista
- b. Independent Cost Estimate dated April 19, 2010 prepared by La Vista & NDOR
- c. Contractor's scope of work and price proposal dated May 27, 2010

City Hall
8116 Park View Blvd.
La Vista, NE 68128-2198
p: 402-331-4343
f: 402-331-4375

Community Development
8116 Park View Blvd.
p: 402-331-4343
f: 402-331-4375

Fire
8110 Park View Blvd.
p: 402-331-4748
f: 402-331-0410

Golf Course
8305 Park View Blvd.
p: 402-339-9147

Library
9110 Giles Rd.
p: 402-537-3900
f: 402-537-3902

Police
7701 South 96th St.
p: 402-331-1582
f: 402-331-7210

Public Works
9900 Portal Rd.
p: 402-331-8927
f: 402-331-1051

Recreation
8116 Park View Blvd.
p: 402-331-3455
f: 402-331-0299

5. Evaluation of Offer:

- a. The initial cost and scope of work provided by [REDACTED] in their delivery on May 27, 2010 was approximately 302.2% higher than the ICE. The Contractor's proposal was evaluated and the following areas were identified in which significant reductions may be made in labor hours and direct costs:

Task	ICE	[REDACTED] Proposal
Project Management	5 hrs.	20 hrs.
Const.Consultation with Designer	2 hrs.	8 hrs.
Const. Inspection	38 hrs.	132 hrs.
Record Drawings	6 hrs.	16 hrs.

b. Pre-Negotiation Objectives

- The scope of work will be verified with [REDACTED] as they did not include hours for traffic control plan and they have anticipated 100 percent inspection time as compared to 35 percent assumed in the ICE.
- The scope of work by [REDACTED] notes 15 working days at the beginning but 115 working days later in the scope. This is most likely a typo, but should be corrected.
- The [REDACTED] worksheet identifies a testing lab as a sub-consultant, but the scope of work indicates that [REDACTED] will perform those services in house. Need to see how the cost was determined.
- The time shown for various personnel in Record Drawings task is 12 hours but the Total column shows 16 hours. A minor issue but should be corrected and the time necessary for the quantity of construction involved needs to be reviewed.
- The ICE estimate included a total of 28 hours for PM and PE personnel, however, only 8 hours of PE time was used in the Direct Cost Labor Summary.

6. Pre-Negotiation Position:

Some clarification of tasks in the [REDACTED] proposal and agreement on less than 100 percent inspection presence on the project is needed. Some corrections to the ICE will be necessary due to omitted hours in the tabulation of costs, however major adjustment to the [REDACTED] proposal is needed to obtain a fee more in line with the magnitude of the construction cost.

7. Signatures:

The following signature represents development of pre-negotiation objectives prior to the commencement of negotiations.

Approved by: Joe Brownie Director + RC Date: 6-2-10
(Signature & Title)