



**THE CITY OF GRETNA, NEBRASKA
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
ARCHITECTURAL, ENGINEERING, AND DESIGN SERVICES FOR
THE NEW GRETNA COMMUNITY COMPLEX**

**Addendum #2
Issue Date: March 11, 2024
Responses Due: 4:00 p.m. (CST), Thursday, March 14, 2024**

This Addenda includes the following documents.

1. Answers to Submitted Questions

1. Page 6 states that scope of work will include “equipment needs assessment and design.” Please clarify what City departments or program functions require this service.
 - Community Complex related maintenance equipment only would apply here. It may be decided these are housed on site or off. In general, most equipment/FF&E requirements will be office, community center, and library based.
2. Square footages listed in the “Background Information” section...how far out are these numbers for projected growth?
 - -The numbers provided are a result of the current estimated budget, past studies and some growth projections. Formal programming and growth projections have not been done are part of the scope of this RFQ.
3. Are there any specific Sustainability Requirements or goals that should be taken into account?
 - We hope to see Low Impact Development techniques or something similar; creative stormwater management ideas; WOW factor yet cost efficient and sustainable from a maintenance standpoint.
 - Equipment longevity, proven efficient systems, low maintenance, are priorities while working to maximize the budget and reduction in future O&M costs.
4. Will Geotech/site survey be outside of the scope?
 - The Geotech will be separately procured and is outside the scope of this RFP.
5. Is there a site plan that can be made available to the proposing teams?
 - Yes, and it is included in this addendum.
6. Will 1% for Art be a component of the project?
 - Yes - both complimentary to the adjacent GXP and reflective of the character of Gretna – as well as art indoors and outside.
7. Will estimating be part of the design team’s scope of services?
 - Just until CMAR is onboard.
 - Estimating services will be required until the CMAR is on board. Designing to budget will be a requirement during all phases.
8. Will the design team be involved with the CMAR selection process?
 - Yes, the design team will be involved with the CMAR selection process in accordance with the Construction Alternatives Act.

9. For civil and landscape design purposes, how much of the 35 acres should be developed as a part of this project?
 - The entire site from a civil standpoint as there is need of road extensions and a sewer extension. Only a projected 15–20-acre site for the actual Community Complex building, parking, outdoor event space, etc. The remaining areas will become lots for lease or sale.
10. Regarding the 30-page limit of the proposal – does this limit include the front & back covers, dividers, cover letter, and double-sided printing?
 - -It does not include front and back covers, table of contents or dividers. It does include the cover letter, double sided printing and all content pages.
11. Does the civil survey work include full topographic and boundary survey of the 36-acre parcel?
 - The site survey was completed for the whole site within the past few years and City is working to acquire those documents. If additional survey work is needed for design, we will procure that seperately.
12. Does the “design for approvals” include: change of zone, site plan approvals and/or other entitlement approvals through City of Gretna?
 - No, City will handle these as needed.
13. Does the final platting include the entire 36-acre parcel?
 - Yes, Community Complex parcel and buildable parcels along Hwy 6/31 frontage and west of Standing Stone Dr extension.
14. Will the traffic access to the site be coming from the Hwy 6 and Jansen Drive intersection?
 - Yes, as well as from the north with Standing Stone Drive extension.
15. If so, who is responsible for traffic study, permitting and any design improvements for the proposed intersection and roadway improvements?
 - -If it is needed to serve the site it is a requirement of this scope. If needed the City will help with a traffic study.
16. Or will access to the site be coming from Standing Stone Drive only?
 - Both Jansen Drive and Standing Stone shall be utilized.
17. Is there any off-site infrastructure (public roads, public utilities) costs that are included in the listed project budget? If so, will this design scope of work be provided by the project civil engineer? Under Programmatic and Schematic Design, Master Planning including plan/profiles and interior roads is listed, but it is not clear if civil design of these improvements is also expected to be provided.
 - -All civil design work required within or needed for the purchased parcel to function shall be included in this scope.
18. Can you share a copy of the pre-proposal conference sign-in sheet?

- Yes, it is included in the previous addendum.
19. How did the City develop initial estimates of square footage and budget for City Hall (15,000 SF), Community Center (15,000 SF) and Library (40,000 SF)? Is there a preliminary space program to indicate rough scale of following site components identified in the RFP?
- No, there is not at this point. The selected firm will work with City to make final determination.
20. Retail space within the building: Food Court/co-work//incubator space within the building, City Hall space, Library services space, City meeting room space and Council Chambers, Rentable community meeting space, Potential lower level/underground parking. Is there a preliminary concept for site components to indicate rough scale of following site components identified in the RFP?
- Not yet; selected firm will work with City to make final determination.
21. Question continued: Outdoor event space on Community Complex site, Art, Sculptures, Rain Poetry, Potential lower level/underground parking, City Park connections
- Expect this to consist of multi-use trails from new complex into existing GXP.
22. Question continued: Potential development lots for symbiotic development.
- Expect these to be located along Hwy 6/31 frontage, west of Standing Stone Dr extension
23. Have any discussions been had with the City of Gretna Planning Department to confirm the proposed site layout/use and platting and rezoning process?
- Planning is aware of the project. As City is owner, City will address any zoning changes as needed.
24. Is a Change of Zone Application expected?
- City will handle if needed
25. Is a traffic Impact study expected?
- Possibly; City will handle if needed
26. Will a preliminary plat be required, and can this occur simultaneous with the final plat or will separate approval for the prelim and final plat required?
- PP required separately from FP
27. With the final plat, are multiple lots expected?
- No decision has been made yet but most likely.
28. Will the City require any documentation on presence or lack thereof, of waters of the U.S.
- We do not know of any on site but consider this is part of the included civil design.
29. Will the overall development be phased?

- All City work will be done together. Grading, Civil, and Utilities may start earlier as an early phase. Development of other lots may happen during construction of Community Complex project or after.
30. Are any public improvements expected?
- Yes – Sewer extension from the South (Capehart Road), road extensions (Standing Stone Drive and Jansen Drive); trail system connecting to GXP. Current utility locations should be available on GIS.
31. As is customary on previous projects in the City of Gretna public improvement design is generally required to be finalized at the time the Final Plat is submitted, should we assume the same?
- Yes
32. Have any discussions been had with the City of Gretna Engineer to confirm what utilities are available to serve the site?
- Yes
33. If public utilities are needed, will the water design be completed by the City of Gretna Engineer as is customary or will the consultant engineer be responsible for it?
- N/A - Extensions into the site and for associated development are part of this scope.
34. Are we to assume that a public sanitary sewer extension will be required to tie into the existing sanitary sewer on the west side of Hwy 6/31?
- Actual tie in will be at Capehart Road to the south. City is working to acquire an easement from property owner to the south at this time.
35. Is there a proposed pavement cross section for any streets located within ROW.
- Nothing over and above what is currently required in Gretna.
36. Will the City of Gretna require full time Construction Observation for any public improvement?
- No, City Engineer will observe. - Special inspections are a separate scope also.
37. Have any discussions been had with NDOT to determine what improvements will be needed at the Jansen Dr and Hwy 6 Intersection?
- No, however, it is anticipated to require a traffic light in the future.