

# **2008 Engineering Services 10<sup>th</sup> Annual Spring Meeting**

Thomas Shafer, P.E.

Design/Construction Section Manager

City of Lincoln Public Works and Utilities  
Department

[Lincoln.ne.gov](http://Lincoln.ne.gov)

## Topics up for discussion

- Sign up for Electronic Notifications of ...
- Procurement of Professional Services
- E-Bidding / Electronic Plan Review
- Executive Order / Private Construction Agreement Projects
- Organization Changes

# Lincoln.ne.gov

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The Official Web Site for the  
**City of Lincoln AND Lancaster County**  
Nebraska, USA

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**Meetings for Mar 18, 08**  
+Board of Commissioner's

InterLine    **KEOP**

start    Thomas S Shafer - Ca...    Spring Meeting.doc - ...    InterLine: City of Linc...    2008 Spring Meeting ...    9:52 AM

# Sign up for Electronic Notifications

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Citizen Profile Center Subscription Service' page. The browser's address bar shows the URL: <http://www.lincoln.ne.gov/asp/citizen/elist.asp?cmd=One&sub=40>. The page header includes the 'InterLine' logo and navigation links for 'lincoln.ne.gov' and 'lancaster.ne.gov'. The main heading is 'Citizen Profile Center Subscription Service'. On the right, the user ID is 'sietss' and there is a prompt to 'Please verify your profile.' with an 'Edit' button. Below this, the user's profile information is listed: Name (Thomas S Shafer), Business (Public Works and Utilities), Work (531 Westgate BLVD), Address (STE 100, Lincoln, NE 68528), E-mail (tshafer@lincoln.ne.gov), and Phone (W. (402) 441-7711). On the left, a paragraph explains that users can choose to receive e-mails for new content by checking boxes, and can unsubscribe by un-checking them. Below this is a filter section with tabs for 'by Title', 'by Group', and 'by Agency'. The main content area is titled 'Available Subscriptions' and lists several services with checkboxes and RSS buttons:

by Title	by Group	by Agency
<b>Available Subscriptions</b>		
<input checked="" type="checkbox"/> <b>E.O. Construction Phase Services</b> <a href="#">More...</a>		<b>RSS</b>
Construction Phase Services on Executive Order Private Construction Agreement Projects.		
<input checked="" type="checkbox"/> <b>Guiding Principles and Procedures</b> <a href="#">More...</a>		<b>RSS</b>
The GP&P website is an online collection of project management resources for the Public Works and Utilities Department.		
<input type="checkbox"/> <b>Job Openings</b> <a href="#">More...</a>		<b>RSS</b>
Job Openings for the City of Lincoln and Lancaster County come out every Friday around 4:30 PM.		
<input type="checkbox"/> <b>Lancaster County Street Closings</b> <a href="#">More...</a>		<b>RSS</b>
County street closings as updated once a week during the construction season.		
<input checked="" type="checkbox"/> <b>Lincoln Street Closings</b> <a href="#">More...</a>		<b>RSS</b>
Weekly list of street closures for Lincoln, NE. Major street closings will include a map of the posted detour route.		
<input type="checkbox"/> <b>Media Releases</b> <a href="#">More...</a>		<b>RSS</b>
News Releases from the Mayor's Office		
<input type="checkbox"/> <b>One Lincoln</b> <a href="#">More...</a>		<b>RSS</b>
Addresses issues relating to discrimination as it relates to employment, housing, and public accommodation. It is published in Jan, Apr, July and Oct.		
<input type="checkbox"/> <b>Police News Releases</b> <a href="#">More...</a>		<b>RSS</b>
Lincoln Police Department News Release		
<input type="checkbox"/> <b>The Parking Page Newsletter</b> <a href="#">More...</a>		<b>RSS</b>
The Parking Page is a bi-monthly newsletter to keep you informed about parking and the City Parking Division.		

The browser's taskbar at the bottom shows the Start button, several open applications including 'Thomas S Shafer - Ca...', 'Spring Meeting.doc', and 'InterLine: Subscriptio...', and the system tray with the time '10:11 AM'.

# Key word search: GPP

InterLine: Guiding Principles and Procedures - A Web Page Resource for Project Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh

Address <http://www.lincoln.ne.gov/city/pworks/engine/dconst/gpp/> Go

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**InterLine** lincoln.ne.gov

**City of Lincoln**  
Design/Construction

**Guiding Principles and Procedures - A Web Page Resource for Project Management** [Search Help](#)

Search GP&P  Go

**Project Initiation & Start-Up**

**Project Scheduling**

**Project Funding & Cost Estimating**

**Project Design Information Memos**

**Project Management Plan**

**Design Aides**

**Permits**

**GP&P Discussion**

**Standard Forms & Documents**

**Guiding Principles and Procedures for Public Works & Utilities**  
*"A Project Management Tool on the Web"*

This website is intended to be used as a project management tool in order to improve consistency in how the City of Lincoln Public Works & Utilities Department (PW&U) approaches the management of public infrastructure projects. The experiences of the past, coupled with the expectations of the present, have been documented here so that each and every future project may be approached in a similar manner.

Having construction plans, specifications, and estimates (PS&E documents) that are prepared alike, organized uniformly, look the same, feel equivalent, and approached similarly will result in users of those PS&E documents feeling comfortable and familiar in their use. Unexpected changes, cost increases, and delays should be reduced through the use of this project management tool.

This tool is intended to be active and living documentation that will require consistent review, constant refinement, and timely additions as needed. Please feel free to contact the Design/Construction Section of Engineering Services with your suggestions and comments.

[Sign Up for Update Notifications](#) **RSS** [RSS Help](#)

*Updated March 17, 2008*

[How to Navigate the GP&P Website](#)

Done Trusted sites

start Thomas S Shafer - Ca... Spring Meeting.doc - ... InterLine: Guiding Pri... 2008 Spring Meeting ... 10:10 AM

# Key word search: Closure

InterLinc: City of Lincoln, NE Street Closings - Microsoft Internet Explorer

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Back Forward Stop Home Search Favorites Refresh Address <http://www.lincoln.ne.gov/city/pworks/projects/closures/street.htm> Go

Google G Go Bookmarks Popups okay Check AutoLink Send to Settings Links

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**InterLine** lincoln.ne.gov

**City of Lincoln**  
Street Closings and Project Information

**Street Closings** [Search Help](#)

Search Projects

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Water main pipe for a project at US 34 and Fletcher Ave.

**PUBLIC WORKS & UTILITIES PROJECTS**

Miscellaneous | Projects in Study or Design | **Street Closings & Project Information** | Meetings & Events | Safety | Wastewater & Solid Waste | Water | Watershed Management

Public Works and Utilities Projects | [Street Closings and Project Information](#) | [Street Closings](#)

Sign up for Notifications  [RSS Help](#)

*For the Week of March 17, 2008*

Major Street Closings				
Major Street	Reason	Close	Open	Contact Information
9 <sup>th</sup> at 'D' East Curb Lane Closure	Water Main	3/17	3/21	K2 Construction - Tom R. 770-5728 City - Charlie: 440-6067
9 <sup>th</sup> from 'L' to 'R' Lane Closures	Gas Main Repair	3/19	4/4	Aquila/Underground - Tony: 430-2026 / Randy K. City - Greg: 416-5150
9 <sup>th</sup> from Hill to High				TCW Construction - Dave: 525-4631

Done Trusted sites

start Thomas S Shafer - Ca... Spring Meeting.doc - ... InterLinc: City of Linc... 2008 Spring Meeting ... 10:13 AM

# Key word search: Private Construction

InterLine: Construction Phase Services for Executive Orders (E.O.) for Private Construction Agr - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Google [G](#) Go Bookmarks Popups okay Check AutoLink Send to Settings Links

**InterLine** lincoln.ne.gov

**City of Lincoln**  
**Executive Order for Authority for Private Construction of Public Facilities**  
**Construction Phase Services**

 CITY OF LINCOLN NEBRASKA MAYOR CHRIS BEUTLER

1) **Sample Documents**

*All documents in Acrobat (PDF) format.*

[Sign Up for Update Notifications](#) [RSS](#) [RSS Help](#)

- a. [Executive Order Documents](#)
- b. [Scope of Services for Consulting Engineers](#)
- c. [Letter of Project Compliance](#)

2) **Documents to be incorporated by reference**

- a. [Sampling Guide](#)
- b. [Requirements for Consultants Preparing Executive Order Plans for Public Facilities](#)
- c. [General Conditions Applying to Private Construction of Public Facilities](#)

3) **Guiding Principles, Procedures, Expectations, and other helps**

- a. [EO Design Review Process](#)
- b. [Expectations 4 Column Chart](#)
- c. [Expectations Narrative](#)
- d. [Project Package Checklist](#)
- e. [Fixed Coordination Fee Explanation](#)
- f. [Announcement Memo](#)
- g. [EO Procedure for Private Construction Agreements](#)
- h. [Request for Inspection Form](#)
- i. [Water Main Construction Checklist](#)

<http://www.lincoln.ne.gov/city/pworks/engine/devserv/eo/cps/pdf/scope.pdf> Trusted sites

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# Key Word Search: Purchase

InterLinc: City of Lincoln: Purchasing - Microsoft Internet Explorer

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Google Go Bookmarks Popups okay Check Look for Map Send to Settings Links

**InterLine** lincoln.ne.gov

Quick Links Go! Find a Department Go! Full Site Search Go!

**PURCHASING**

**City of Lincoln  
Finance Department  
Purchasing Division**

Vince Mejer, Purchasing Agent

**LINCOLN**  
The Community of Opportunity

Mission and Goals Frequently Asked Questions Contact Us Building Map

440 So. 8th St., Suite 200, Lincoln, NE 68508 / Phone: (402) 441-7410 / Fax: (402) 441-6513

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- [How to Do Business with the City/County](#)
- [Bidding Opportunities and Awards](#)
- [Contracts: Commodity, Services & Unit Price](#)
- [Code of Ethics](#)
- [Affirmative Action](#)
- [Vendor Registration / On-Line Bids](#)
- [Steps to Register](#) (ppt)  
[Printable PDF Version](#)
- [Vendor Bidding Instructions/Bid Tabs](#) (ppt)  
[Printable PDF Vendor Version](#)
- [Construction Bidding Instructions/Bid Tabs](#) (ppt)  
[Printable PDF Construction Version](#)

**Lancaster County**

- [Instructions to Bidders](#)
- [Instructions to Bidders \(E-Bid\)](#)
- [Insurance Clause](#)
- [County Purchasing Training](#) (Video)

**City of Lincoln**

- [Instructions to Bidders](#)
- [Instructions to Bidders \(E-Bid\)](#)
- [Insurance Clause](#)
- [Standard Specifications](#)
- [Living Wage](#)
- [Redevelopment Opportunities](#)
- [Arch/Eng Registration](#)
- [Approved Arch/Eng](#)

**Lincoln/Lancaster County Building Commission**

- [Instructions to Bidders](#)
- [Insurance Clause](#)
- [Construction Contracts Provisions](#)

Search Purchasing  Go Search Type:

Trusted sites

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## Procurement of Professional Services

- Must register twice
- Once for the under \$250 K process
- Once if you wish to receive notification of any formal process
- Sign up or modify any time, must re-register yearly.
- Key word Search: purchase, bid, & e-bid

# E-Bidding

- It isn't going away
- Not going to live in two worlds
- Take advantage of opportunities
- Best way to learn is by doing
- Seal is a stamp, signature, and date
- Bid Bond is very important!
- Key word Search: purchase, bid, & e-bid
- Design Reviews Electronically (See GPP)

# Executive Order (E.O.) / Private Construction Agreements

- Not going back to the “old way”
- Developer paying for 100% of the city services provided
- City is responsible for Construction Inspection
  - Either performed with existing staff or by city held contract
  - Who that contract can be given to is still being worked out.
- More details and design process clarifications coming
- SIGN UP FOR “PRIVATE CONSTRUCTION” updates

# Organization Changes

- Design/Construction has no in-house survey
- Lost Six positions last year, Four possible retirements this year.
- Other divisions having similar experiences
- Challenged to find best way of doing things
- Development Services Center / One-Stop Shop concept
- Outcome based budgeting

# 2008 Construction

- In a difficult position with ROW Issues
  - West Adams and NW 56<sup>th</sup> Area
  - Adams and 84<sup>th</sup> Area
  - Pine Lake Road and 84<sup>th</sup> to 98<sup>th</sup> (Over 2 Seasons)
- Probably delayed to 2009
  - 98<sup>th</sup> Old Cheney to Pine Lake
  - 98<sup>th</sup> Pine Lake to Yankee Hill
  - Some 2007 Watershed Bond Projects
- ROW Process getting more difficult