
VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Agenda

March 21, 2024 – 8:00 a.m.

**City Administration Building – Training Room
309 N. 5th St. – Norfolk NE**

- A. Call Meeting to Order
 - 1. Public notification of the location of the Open Meetings Act
 - 2. Roll Call
- B. Approval of Agenda
- C. Approval of meeting minutes from February 15, 2023 – February meeting minutes to be approved at April meeting
- D. Financial Report- See attached
- E. New Business
 - 1. Snow contract RFP
 - 2. Discussion on board attendance
- F. Old Business
 - 1. BID update
 - 2. Base Level Service agreement discussion – trip hazards on downtown sidewalks and condition of black benches installed
 - 3. VPD Riverpoint brand and terms for licensing or use agreements
- G. Adjourn

The next meeting will be on April 18, 2024, at 8:00 a.m. at the City of Norfolk Administration Building, 309 N 5th Street, Norfolk, NE.

VPD Monthly Financial Summary - March 15, 2024

Date	Expenses	Deposit	Expense	Description
	Sound Products		\$ 55.00	Monthly Music Service
	DNA		\$ 1,500.00	Monthly Payment for rent and monthly fees for maintenance, electricity, insurance of sign
	NPPD		\$ 273.46	Electricity
	Hollman Media		\$ 70.00	Domain Listing
	Prime Sanitation		\$ 348.75	Monthly Trash Charges
	Andrew Olsen		\$ 2,900.00	Snow Removal 2/16 & 2/28
	Norfolk Daily News		\$ 9.14	VPD Mtg Notice 1/18
	Stephanie Bates		\$ 840.00	Website Management Nov-Dec-Jan
	Total Expenses		\$ 5,996.35	

Vehicle Parking District (VPD) and Downtown Snow Operations – Bid Request

SCOPE OF SERVICES:

1. The City of Norfolk and Vehicle Parking District proposes to enter into an agreement with a contractor or multiple contractors to provide snow operation services for downtown streets and VPD parking lot locations indicated on the attached maps.

THIS PROJECT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE SNOW AND ICE REMOVAL SERVICES AT LOCATIONS LISTED AND DESCRIBED HEREIN.
2. The purpose for this proposal is to provide the City with comprehensive professional snow piling and ice removal on City owned streets and parking lots in the designated areas. The City is requesting Contractor to provide ideas and considerations for costs of management, personnel, materials, equipment, and transportation necessary to provide services for any or all locations listed on the attached maps.
3. Snow services to consider should include snow plowing in specific locations to maintain bare pavement as weather will permit and ensure proper and safe street traffic flow through parking lots during normal hours of operation.
4. Contractor dumping snow onto a VPD pile from anywhere other than a VPD lot will not be tolerated and is considered littering. Such actions will be considered a breach of contract and grounds for agreement termination.
5. Use of all equipment is at the contractor's expense, and therefore should be included when considering bid submissions.
6. City will be responsible for snow removal on adjacent sidewalks. Removing snow piles from site during routine snow operations may be negotiated. As such, contractor shall not pile snow around objects like poles, signs, cars, etc., to ensure efficiency during City snow pile removal operations.

Administration Division

7. Contractor has the option to offer onsite snow melting service cost.
8. Questions should be directed to:
Will Elwell, Streets Manager
(402) 844-2183 or welwell@norfolkne.gov.
9. Bids should be returned by **3:30 p.m., Wednesday, September 20, 2023**
City of Norfolk
Attn: Purchasing
309 N 5th Street
Norfolk, NE 68701

SPECIAL CONSIDERATIONS:

1. Snow is not to be piled in streets / alleyways. The ONLY exceptions are as follows:
 - a. Lot C-2, North 3rd Street, snow may be piled on street center in such a manner to allow traffic flow.
 - b. Lot I-2 parallel parking area adjacent to South 3rd St., snow will be allowed to be pushed into the street windrow.
2. City is open to Contractor availability to perform all or any combination of:
 - a. Snow piling in VPD lots
 - b. Geomelt application to parking lots
 - c. Snow removal from VPD lots
 - d. Snow operations and removal from streets in the designated area of the attached maps
3. Services are to be provided for the 2023-2024 snow operation season with consideration being given for additional years or a multi-year agreement based on performance.

INVOICING EXPECTATIONS:

1. Contractor understands invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment shall not be due until thirty (30) days after the invoice has been received at:

City of Norfolk.
Attn: Street Division
309 N 5th Street
Norfolk, NE 68701

2. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of services contract could occur.
 3. Credit Card payments can be made during normal business hours after appropriate approval. Check payment will be issued after VPD and City Council approval.
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INSURANCE:

Minimum Limits of Insurance - Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit for bodily injury, personal injury and property damage.
2. Medical Expense minimum of: \$5,000 any one person
3. Automobile Liability: \$1,000,000 combined single limits and property damage.
4. Workers' Compensation and Employers' Liability; Workers' Compensation and Employers' Liability Limits as required by the Labor Code of the State of Nebraska.

In addition, the Contractor shall:

- name the City of Norfolk as certificate holder
 - name the City of Norfolk as additionally insured
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Administration Division

BID SHEET

1. Cost proposal and considerations for **piling snow** in VPD Parking Lot locations as indicated on the attached maps.

2. Cost proposal and considerations for **Snow Hauling/Removal** from the VPD Parking Lots to City of Norfolk Transfer Station 600 E. Monroe Ave.

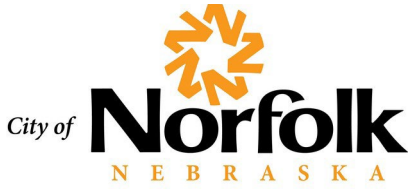
3. Cost proposal and considerations for **Snow Hauling/Removal** of piles on downtown streets to City of Norfolk Transfer Station 600 E. Monroe Ave.

Option #1: Snow Melting Service if offered or available: _____

Option #2: Cost & Rate Information for Liquid De-Icing on a per request basis: _____

Credit Card payments can be made during normal business hours.

Do you accept C.C. payments? _____ YES _____ NO If yes, is there a fee? _____



City of

Norfolk

N E B R A S K A

right at home.

309 N 5th St
Norfolk, NE 68701
P402-844-2000 F402-844-2028
www.norfolkne.gov

Administration Division

Potential bidders are encouraged to ask questions and include additional pages for clarification to the City in regards to the services offered and costs for said services. Term of contract shall be the 2023-2024 snow season; but contractor may address any potential benefits of a multi-year agreement below:

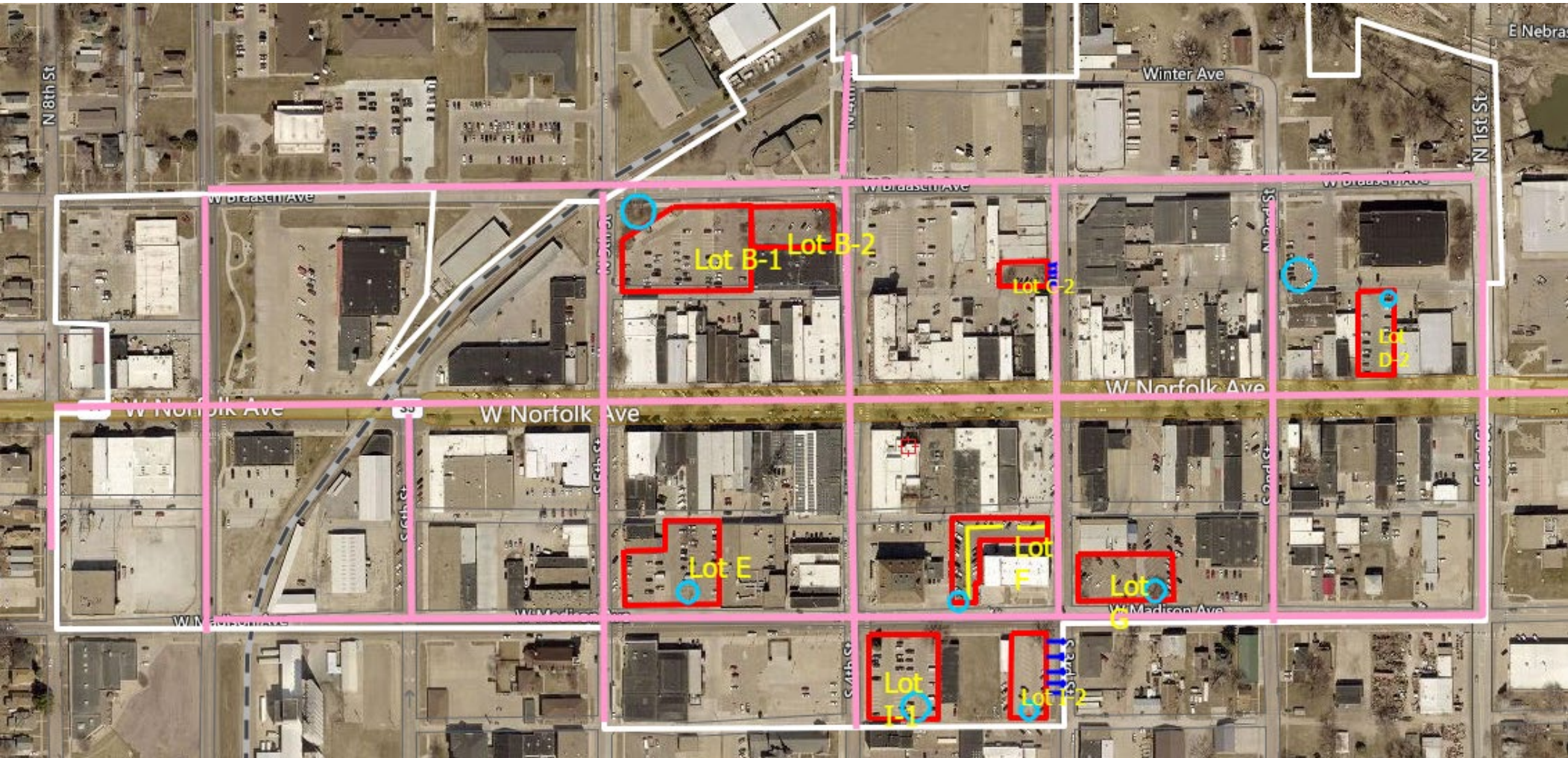
Bidder (Name of Firm) _____

Address _____ City, State, Zip _____

Phone _____ E-MAIL _____

Authorized Signature _____ DATE _____

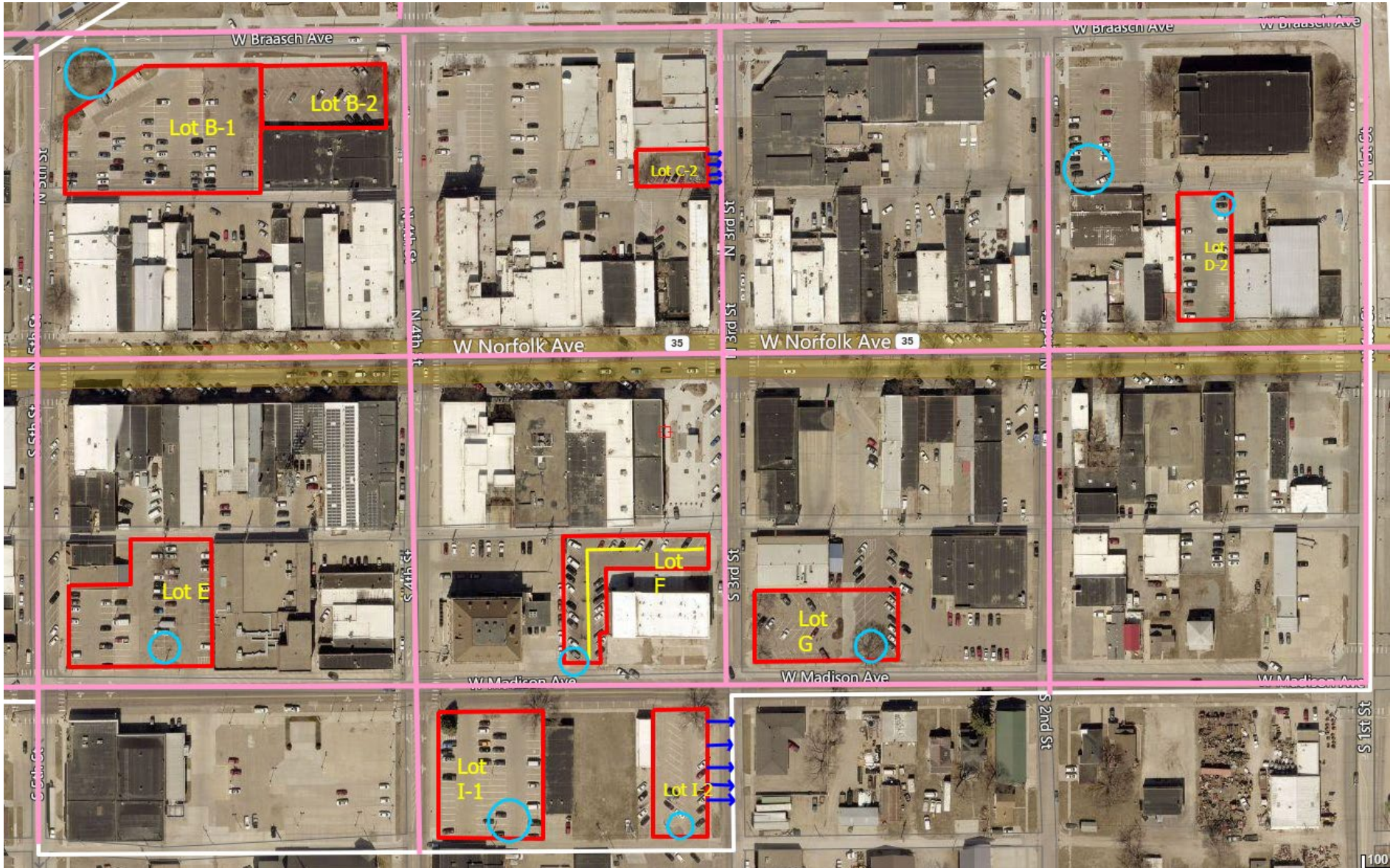
Map of street snow removal



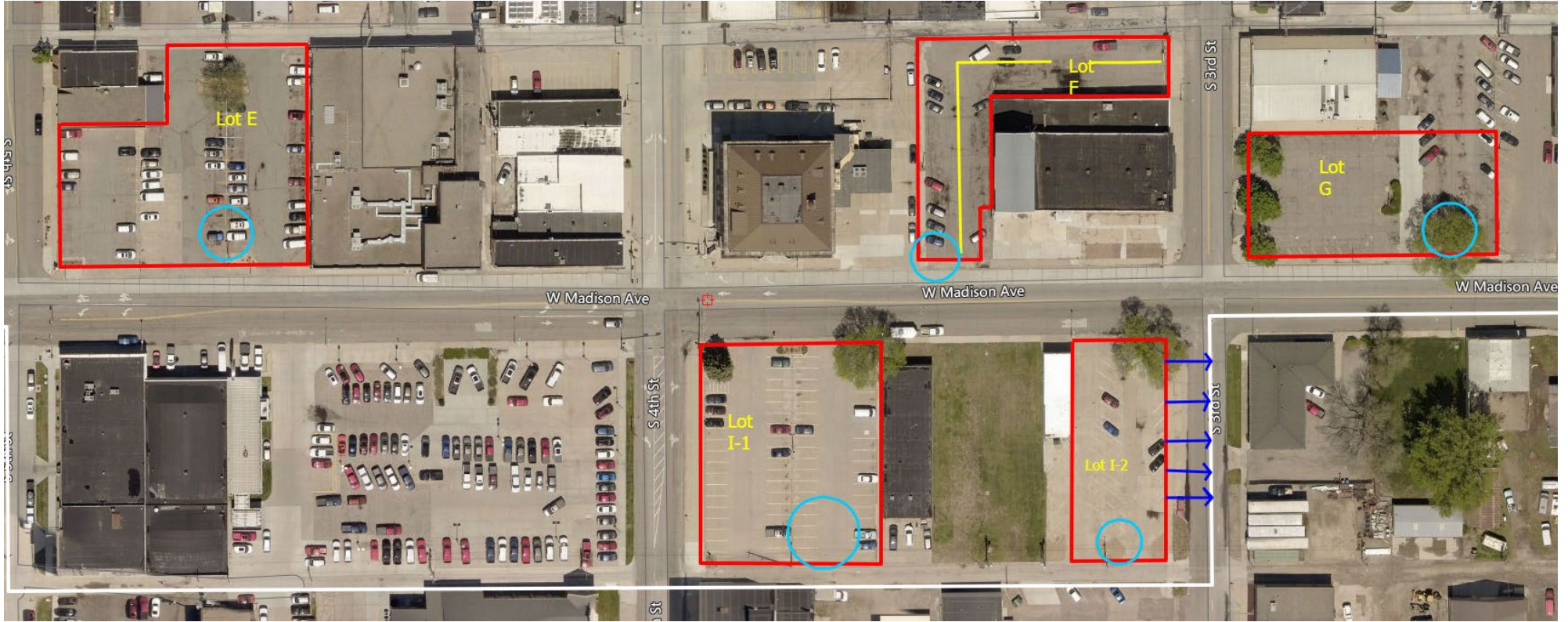
- Street Snow to be burned and removed from site
- VPD Lots
- (White) VPD Boundary Lines




○ VPD snow piling to be removed later by City or contractor



○ VPD snow piling to be removed later by City or contractor



 VPD snow piling to be removed later by City or contractor

City of Norfolk Vehicle Parking District (VPD): Base Level of Services

DRAFT 9/14/2023

City Department	Expected Base Level of Service	City Enhanced Services (extra charge)	Downtown Manager	Contracted Service (outside entity)
Mayor	Recommend individuals for appointment to the board to be approved by Norfolk City Council			
City Administrator	Assign a Secretary, who shall be a city employee, to develop the meeting agenda and to ensure that accurate minutes are recorded and made available to the public online			
	Provide a meeting room location			
City Attorney	Review applications and draft agreements for events to to be held within the district			
City Finance Department	Tax assessment, collection, and reporting		Maintains separate budgets dividing tax revenue and expenditures from non-tax revenue and expenditures and presents monthly statements to the <<River Point Downtown District Board of Directors>>	
	Perform all accounting duties associated with invoices and payments due		Works alongside downtown stakeholders to coordinate annual budget and monitors monthly spending	
	Prepare budget for VPD board approval		Prepare budget for VPD board approval	
	Provide oversight of the VPD Revolving Loan Fund Program			
	Provide oversight of the Downtown Façade Improvement Program		Communicates information for the façade improvement program when applicable	
City Clerk	Process and issue special event permits and new liquor licensing applications/transfer of ownership/renewals			
	Providing public notice of all meetings in compliance with the Nebraska Open Meetings Act		Ensures special event coordination such as event applications, necessary city department participation, insurance, advertising, vendor organization, and volunteer coordination, etc. are carried out smoothly and communicated effectively between downtown stakeholders and city staff	VPD is responsible for paying the NDN public meeting advertising cost
Economic Development	Serve as the staff liasion between the City staff and VPD		Serves as liaison between downtown business and property owners and city departments and carries out activities necessary to infrastructure maintenance such as monitoring of needed repairs, replacement of lights, graffiti removal, décor/banner updates, tree maintenance needs, etc	
	Develop meeting agendas, take minutes, and ensure records are provided to the City Clerk for public access		Develop meeting agendas, take minutes, and ensure records are provided to the City Clerk for public access	
	Apply for CDBG Downtown Revitalization grant awards when available		Assists with the application of grant funds for the River Point District	

City of Norfolk Vehicle Parking District (VPD): Base Level of Services

DRAFT 9/14/2023

City Department	Expected Base Level of Service	City Enhanced Services (extra charge)	Downtown Manager	Contracted Service (outside entity)
City Planning and Community Development Department	Planning and zoning review, including site development plans			
	Routine code enforcement actions			
	Review and advise on sidewalk café options, along with police, engineering and fire marshal			

City Parks and Recreation Department	Mowing and weeding based on department's mowing schedule on all City owned properties			
	Performance of routine maintenance on the system components based on maintenance schedule, and winterization of the sprinkler system, as necessary	Watering of flower pots throughout the district		
	Tree, shrub and plant care to maintain health, vigor and aesthetic appearance according to accepted horticultural practices. This includes cutting back ornamental grasses, perennials, and pruning all dead, diseased and dying branches. Pruning of ground covers to maintain neat, well-kept appearance. Regular pruning of trees to maintain desirable form, eliminate diseased or damaged growth, prevent health or safety hazards, and maintain sidewalk and street clearance			
	Regularly maintain and remove trash at River Point Square			Prime Sanitation - Trash removal throughout the downtown district - the current service provides Monday and Friday pickup, \$348.75/month
	Graffiti eradication on all surfaces within River Point Square	Graffiti eradication on surfaces throughout the district		
	Christmas décor set up and removal			
	Quarterly changing of downtown banners	Sidewalk snow removal- if not done by business		

Police Department	Parking enforcement on public ROWs and parking lots			
	Responding to service requests related to crime or traffic, as well as increases to crime or traffic in a particular area			
	Performance of routine traffic control / enforcement activities, as needed			
	Police Officers responding to District calls 24 hours a day/seven days a week (Basic Patrol Service)			
	Assist with barricade set up when streets will be shut down for special events			

City Fire Department	Routine Fire Rescue and EMT/ambulance services			
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City of Norfolk Vehicle Parking District (VPD): Base Level of Services

DRAFT 9/14/2023

City Department	Expected Base Level of Service	City Enhanced Services (extra charge)	Downtown Manager	Contracted Service (outside entity)
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City Streets Department	Routine street sweeping of public streets and alleys in accordance with the City's regular Street sweeping schedule	Sweeping of VPD parking lots		
	Patching and repair, mill and overlay, and surface seals of public streets and alleys as needed			
				Patching and repair, and surface seals of VPD parking lots as needed
		Maintenance mill and overlay, every 20 to 25 years		
	Snow plowing on public streets and alleys based on City's snow removal schedule and ordinances.			Olsen Mowing & Snow Removal - Snow piling VPD parking lots (2022-2023 snow season). VPD responsible to solicit bids
	Electrical receptacle in median, traffic sign and/or light installation and maintenance as needed	Maintainance of decorative light fixtures not in the median		Installation of decorative light fixtures/festoon lighting
	Striping and marking of public streets based on City maintenance schedule			Striping and marking of VPD parking lots
	Curb and gutter repairs on public streets			
	Barricade placement for Tuesday and Thursday Farmers Market in season			
	Cleaning of public storm water system pipes as needed			
	Replacement of public storm water system components as needed			
	On-call procedures for after-hours storm water management emergencies			
				Sidewalks maintenance and repair from property line to back of curb, City Code 22-23
Maintenance and replacement of street signs and signals required for the control of vehicles, bicyclists, and pedestrians				

City Water, Wastewater, Storm Water Department	Regular meter reading for utility billing and maintenance	Monthly water charges on VPD owned property		
	Fire hydrant maintenance as scheduled			
	Water system flushing as needed			
	Water line valve rotation as needed			
	Replacement of public water mains as needed			
	Routine inspection of public sanitary sewer mains			
	Review and consultation about private sewer service line issues			
	On-call procedures for after-hours emergencies			
	Enforcement of illicit discharge (grease)			