

WORK ORDER No. 9 FOR PROFESSIONAL SERVICES

TO: Marlin Engineering Inc.
3363 West Commercial Blvd, Suite 115
Ft Lauderdale, Florida 33309
(954) 870-5070

DATE: August 9, 2022

The City of Doral authorizes the firm of Marlin Engineering Inc. to provide professional engineering services to perform the School Traffic Operation Plan (TOP) Review (Phase II). Where Marlin Engineering Inc. is a prequalified provider of professional engineering services selected in accordance with Consultant Competitive Negotiation Act (CCNA) requirements and approved by the City Council in October 2020 through Resolution 20-243. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Agreement between Marlin Engineering Inc. and the City of Doral dated January 1, 2020, and the attached Proposal of July 7, 2022; submitted by your firm for the above referenced project.

SCOPE OF SERVICES AND SCHEDULE:

The scope of the project will be as described in the attached proposal from Marlin Engineering Inc. dated July 7, 2022, for the School Traffic Operation Plan Review (Phase II). The schedule requires the scope of work to be completed within 150 Days of Notice to Proceed. All limitations of time set forth in this Work Order are of the essence. The performance of services associated with this Work Order will be executed on time and material bases basis with a not to exceed the amount of \$38,331.00.

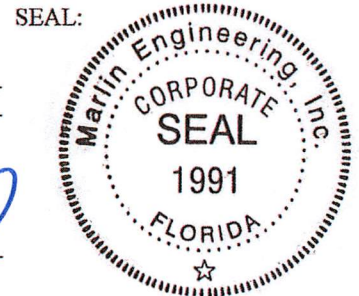
You are required by the Continuing Service Agreement to begin work subsequent to the execution of this Work Order, or as directed otherwise. If you fail to begin work subsequent to the execution of this Work Order, the City of Doral will be entitled to disqualify the Proposal and revoke the award.

Work Order incorporates the terms and conditions set forth in the Continuing Services Agreement dated January 1, 2020, between the parties as though fully set forth herein. In the event that any terms or conditions of this Work Order conflict with the Continuing Services Agreement, the provisions of this specific Work Order shall prevail and apply. Work Order is not binding until the City of Doral agrees and approves this Work Order.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first above written, in three (3) counterparts, each of which shall, without proof or accounting for the other counterpart be deemed an original Contract.

CONSULTANT: Marlin Engineering Inc
BY: [Signature]
NAME: Ayuel A. Freda, P.E
TITLE: Director of Business Development

WITNESSES:
1. [Signature]
2. [Signature]



OWNER: City of Doral
BY: [Signature]
NAME: Hernan M. Organvidez
TITLE: City Manager

AUTHENTICATION:
BY: [Signature]
NAME: Connie Diaz
TITLE: City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE SOLE USE OF THE CITY OF DORAL:

BY: [Signature]
NAME: Luis Figueredo Esq
TITLE: City Attorney



July 7, 2022

Edna Sibila
Transportation Manager
City of Doral Public Works Department
8401 NW 53rd Terrace
Doral, FL 33166

Re: City of Doral School Traffic Operation Plan (TOP)

Dear Ms. Sibila:

As requested by the City, Marlin Engineering, Inc. proposes to provide services to evaluate and prepare the Miami-Dade County (MDC), Department of Transportation and Public Works (DTPW) Traffic Operations Plan (TOP) Forms for various schools throughout the City, pursuant to the Continuing Professional Services Agreement provided by the City of Doral ("City") for Professional General Engineering and Architectural Services, dated January 4th, 2021.

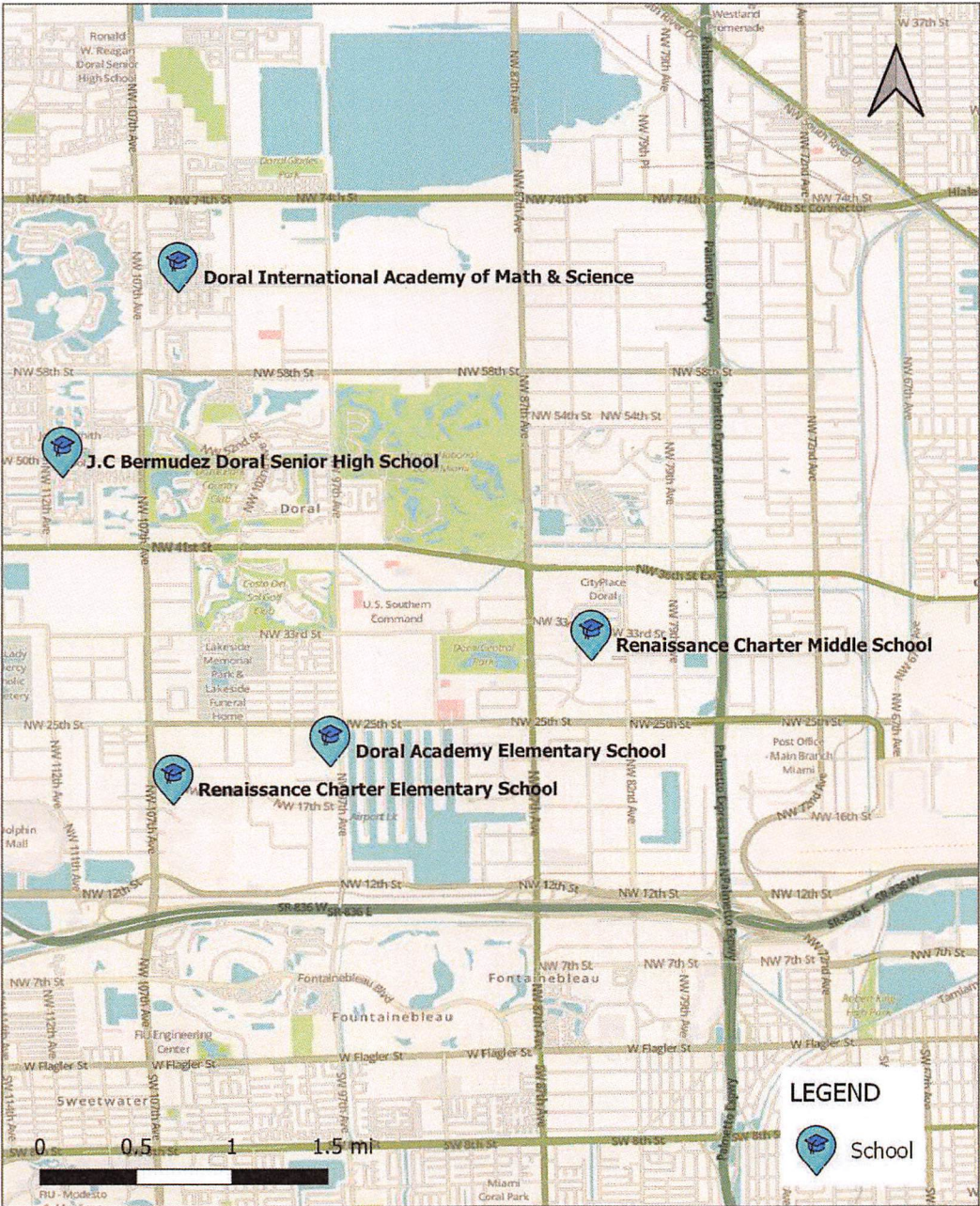
I. General

Miami-Dade County (MDC), Department of Transportation and Public Works (DTPW) has created a Traffic Operations Plan (TOP) Form to document a school's traffic operations and commitments. The services are being requested in the event a TOP does not exist for the following five City of Doral Schools:

1. J.C Bermudez Doral Senior High School
2. Doral Academy Elementary School
3. Doral International Academy of Math & Science
4. Renaissance Charter Elementary School
5. Renaissance Charter Middle School

A map with the location of the schools is shown below.

MARLIN





II. Scope of Services:

The MDC DTPW TOP form version 12 will be utilized and consists of 14 Sections as follows:

1. Definitions
2. School Location
3. Educational Program and Enrollment
4. School Schedule
5. Vehicle Operations
6. Pedestrian and Bicycle Facilities
7. Onsite Traffic Personnel and Devices
8. School Zone and Crossings
9. Offsite Traffic Control Officers
10. School Special Events
11. Parent Traffic Handbook
12. Table Worksheets
13. Attachments
14. Endorsements

The following tasks will be performed for the preparation of the MDC DTPW TOP form.

Task 1: Meetings

The following meetings will be required for the preparation of TOP forms:

1. Two (2) Remote Meetings with the City of Doral
 - a. Kick-off meeting
 - b. Progress Meeting
2. Two (2) Remote Meetings with Miami-Dade County
 - a. Kick-off meeting to discuss preliminary MDC DTPW TOP and any additional requirements
 - b. One follow-up meeting (comment resolution, finalize TOPs)
3. Two (2) Meetings with each school (total of 10 meetings)
 - a. Kick-off meeting to obtain information necessary for completion
 - b. Follow-up meeting or teleconference once the form is completed

Anticipated meeting material needed includes preparation of maps, survey style information sheet for input into the TOP form, fact sheets, and more as required for each meeting.

Task 2: Field Reviews

Field reviews will be performed during the arrival and dismissal periods at each school to document the traffic operation plans currently in effect. In addition, the field review will also document all necessary information required in the MDC DTPW TOP such as performing an inventory of traffic control devices, pedestrian and bicycle features, speed zones, and more. During the field reviews, traffic operation observations and impacts to the surrounding traffic network will also be documented.



Up to three (3) additional field reviews may be required to document traffic operation plans during special events and/or schools with multiple arrivals or dismissal schedules.

Task 3: Traffic Operations Plan

Based on information gathered from meeting with the school representatives and performing field reviews, a traffic operation plan for each school will be developed in accordance to the MDC DTPW TOP form and other requirements identified in coordination with MDC. In addition, traffic operations recommendations will also be provided based on observations from the field reviews.

Task 4: Parent Traffic Handbook

Upon acceptance of the Traffic Operation Plan, a Parent Traffic Handbook will be prepared in accordance with Section 11 of the MDC DTPW TOP Form Version 12.

Task 5: MDC DTPW TOP Form

Based on the completion of all prior tasks, information will be compiled for the completion of the MDC DTPW TOP Form for each of the five schools.

Schedule of Work – Time of Performance

MARLIN shall submit the Deliverables and perform the Work as depicted in the tables below

Task or Activity ID#	Major Task, Sub-Task, Activity, or Deliverables	Anticipated Delivery Date
1	Meetings	NTP+16 weeks (on-going)
2	Field Reviews	+ 6 weeks
3	Traffic Operations Plans	+ 6 weeks
4	Parent Traffic Handbook	+ 2 weeks
5	MDC DTPW TOP Forms	+ 6 weeks

MARLIN will provide the City with the Services defined in the Scope section above. The anticipated Notice to Proceed for these Services is TBD.

III. Compensation

Consultant shall perform the work detailed in this Proposal for a Total fee of \$ 38,331.00. The City shall not be liable for any fee, cost, expense or reimbursable expense, or other compensation beyond this amount unless approved in a supplemental work order.



IV. Schedule & Deliveries

The TOP Forms and corresponding Plans documenting the results of the evaluation for each school will be submitted providing all pertinent information, as detailed in the scope. The Engineer has neither jurisdiction nor control over the regulatory agencies and their plans review process, therefore the Engineer shall not be liable for the delays created by said agencies.

V. Additional Services

Additional services and unforeseen circumstances beyond established scope shall be negotiated in good faith and at the sole discretion of the City.

VI. City Furnished Documents & Data

CITY shall provide MARLIN with any data information available to perform the scope of work. The CITY shall provide plans and specifications for the project for MARLIN's use in the performance of services.

VII. Project Manager

Consultant's Project Manager for this Project will be Ms. Myra E. Patino, P.E., PMP

Marlin Engineering Inc. appreciates the opportunity to submit this scope and Fee Estimate and we look forward to being of service. If you have any questions with respect to this proposal, do not hesitate to contact us. On behalf of MARLIN ENGINEERING Inc, I thank you again, for the opportunity with you on this important project.

Submitted by:

Myra E. Patino, P.E., PMP
Traffic Engineering Manager

Reviewed and approval in concept recommended by:

Department Director

Procurement Manager

City Manager



TRAFFIC ANALYSIS

5/18/2022

STAFF HOUR ESTIMATE

Task	Activity	Project Manager	Senior Engineer	Project Engineer	GIS Technician	Engineering Technician	CADD Technician	Planner	Clerical	TOTAL
		Rates	\$ 185.00	\$ 169.00	\$ 132.00	\$ 106.00	\$ 95.00	\$ 97.00	\$ 77.00	
1	Meetings									
	City of Doral meetings (2)	2.0	2.0							4.0
	Miami-Dade County meetings (2)	2.0	2.0							4.0
	5 School meetings, 2 each (10)	20.0	20.0							40.0
	Meeting material preparations				5.0	5.0		5.0	5.0	20.0
	Sub-total Hours	24.0	24.0	-	5.0	5.0	-	5.0	5.0	68.0
	Sub-total Salary Cost	\$ 4,440.00	\$ 4,056.00	\$ -	\$ 530.00	\$ 475.00	\$ -	\$ 385.00	\$ 290.00	\$ 10,176.00
2	Field Reviews									
	Arrival & Dismissal periods (including drive time)	0.0	25.0	25.0		25.0				75.0
	Preparation and documentation for site visits					5.0		3.0		8.0
	Additional visits (special events, multiple arrivals/dismissals)	0.0	3.0	3.0		3.0		3.0		12.0
	Sub-total Hours	-	28.0	28.0	-	33.0	-	6.0	-	95.0
	Sub-total Salary Cost	\$ -	\$ 4,732.00	\$ 3,696.00	\$ -	\$ 3,135.00	\$ -	\$ 462.00	\$ -	\$ 12,025.00
3	Traffic Operations Plan									
	Prepare TOP for each school			10.0			10.0			20.0
	Revise/Finalize TOPs based on input/comments	5.0		5.0			5.0			15.0
	Develop traffic operations recommendations based on field observations	5.0	5.0	5.0						15.0
	Sub-total Hours	10.0	5.0	20.0	-	-	15.0	-	-	50.0
	Sub-total Salary Cost	\$ 1,850.00	\$ 845.00	\$ 2,640.00	\$ -	\$ -	\$ 1,455.00	\$ -	\$ -	\$ 6,790.00
4	Parent Traffic Handbook									
	Prepare Parent Traffic Handbook	2.0	4.0					4.0	2.0	12.0
	Prepare contract sample	1.0	2.0					2.0	1.0	6.0
										-
	Sub-total Hours	3.0	6.0	-	-	-	-	6.0	3.0	18.0
	Sub-total Salary Cost	\$ 555.00	\$ 1,014.00	\$ -	\$ -	\$ -	\$ -	\$ 462.00	\$ 174.00	\$ 2,205.00
5	MDC DTPW TOP Form									
	Prepare TOPs Form for each school	3.0	5.0	5.0				5.0	3.0	21.0
	Revise/Finalize Forms based on MDC review comments	2.0	3.0	5.0				5.0	3.0	18.0
										-
	Sub-total Hours	5.0	8.0	10.0	-	-	-	10.0	6.0	39.0
	Sub-total Salary Cost	\$ 925.00	\$ 1,352.00	\$ 1,320.00	\$ -	\$ -	\$ -	\$ 770.00	\$ 348.00	\$ 4,715.00
	Project Management									
	Project administration	6.0							4.0	10.0
	Project Coordination	4.0	2.0							6.0
	Sub-total Hours	10.0	2.0	-	-	-	-	-	4.0	16.0
	Sub-total Salary Cost	\$ 1,850.00	\$ 338.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232.00	\$ 2,420.00
	Marlin Engineering Total Hours	52.0	73.0	58.0	5.0	38.0	15.0	27.0	18.0	286.0
Marlin Engineering Salary Cost	\$ 9,620.00	\$ 12,337.00	\$ 7,656.00	\$ 530.00	\$ 3,610.00	\$ 1,455.00	\$ 2,079.00	\$ 1,044.00	\$ 38,331.00	

RESOLUTION No. 22-136

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING A WORK ORDER WITH MARLIN ENGINEERING, INC. TO PROCEED WITH THE SCHOOL TRAFFIC OPERATION PLAN (TOP) PHASE II IN AN AMOUNT NOT TO EXCEED \$38,331.00; AUTHORIZING A BUDGET TRANSFER OF \$8,331.00 FROM ACCOUNT No. 101.80005.500650 TO ACCOUNT No. 101.80005.500310 TO PROVIDE SUFFICIENT FUNDING FOR THIS EFFORT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Miami-Dade County's Department of Transportation and Public Works (DTPW) requires that all Public, Charter, and Private schools located within the County have a Traffic Operations Plan (TOP); and

WHEREAS, Miami-Dade County began to require schools to develop Traffic Operation Plans in 2008 and therefore schools constructed or operating prior to 2008 may not have a Miami-Dade approved TOP; and

WHEREAS, understanding the importance of student safety and vehicle congestion associated with school arrival and dismissal operations, the Public Works Department (PWD) is interested in reviewing and evaluating the current operations of each school within City limits to ensure compliance with the approved Miami-Dade County TOPs for the particular school and in the event the school does not have a TOP, develop one for Miami-Dade County's approval and for the school's implementation; and

WHEREAS, Marlin Engineering is a prequalified provider of professional engineering services selected in accordance with Consultant Competitive Negotiation

Act (CCNA) requirements as advertised by the City with RFQ 2020-22 and approved by the City Council in December 2020; and

WHEREAS, staff respectfully requests authorization for the City Manager to execute Work Order No. 9 for Marlin Engineering, Inc. to proceed with the School Traffic Operation Plan – Phase II in an amount not to exceed \$38,331.00, a copy of which is attached as Exhibit “A”; and

WHEREAS, staff respectfully requests authorization for the City Manager to transfer \$8,331.00 available in the Transportation Fund Account No. 101.80005.500650 to Account No. 101.80005.500310 to provide sufficient funding for these services; and

WHEREAS, funding for this Work Order is available in the current Fiscal Year in the Public Works Transportation Fund – “Professional Services” Account, Account No. 101.80005.500310.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated herein.

Section 2. Approval. The work order between the City and Marlin Engineering, Inc. to perform the School Traffic Operation Plan – Phase II; in an amount not to exceed \$38,331.00 as to form and legality by the City Attorney, and the transfer of \$8,331.00 available in the Transportation Fund Account No. 101.80005.500650 to Account No. 101.80005.500310 to provide sufficient funding for these services is hereby approved.

Section 3. **Authorization.** The City Manager is authorized to negotiate and execute the work order with Marlin Engineering, Inc., transfer the funds, and expend budgeted funds on behalf of the City in furtherance hereof.

Section 4. **Implementation.** The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and the provisions of this Resolution.

Section 5. **Effective Date.** This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Councilmember Mariaca who moved its adoption. The motion was seconded by Vice Mayor Cabral and upon being put to a vote, the vote was as follows:

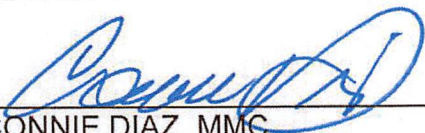
Mayor Juan Carlos Bermudez	Yes
Vice Mayor Digna Cabral	Yes
Councilman Pete Cabrera	Yes
Councilwoman Claudia Mariaca	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 9 day of August, 2022.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



CONNIE DIAZ, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



LUIS FIGUEREDO, ESQ
CITY ATTORNEY