

WORK ORDER No. 3 FOR PROFESSIONAL SERVICES

TO: Gannet Fleming, Inc.
800 NW 62nd Avenue, Suite 490
Miami, FL 33126
(305) 908-3937

DATE: August 20, 2021

The City of Doral authorizes the firm of Gannet Fleming, Inc. to provide professional engineering services for the development of the revised Doral Trolley Route 2 schedule. Where Gannet Fleming, 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 Gannet Fleming Inc. and the City of Doral dated January 4, 2021, and the attached proposal dated August 19, 2021, and 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 Gannet Fleming, Inc. dated August 19, 2021, for the development of the revised Doral Trolley Route 2 schedule. The schedule requires the scope of work to be completed within 4 weeks of NTP. 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 a time and material basis not to exceed the amount of \$9,834.00.

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.

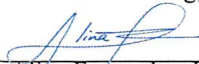
Work Order incorporates the terms and conditions set forth in the Continuing Services Agreement dated January 4, 2021 between the parties as though fully set forth herein. In the event that any terms or conditions of this Work Order conflict with the Continuing Services Agreement, the provisions of this 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.

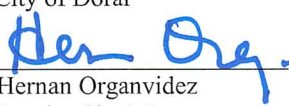
CONSULTANT: Gannet Fleming, Inc.

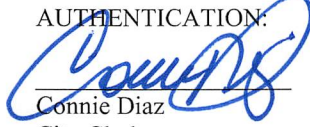
WITNESSES:

SEAL:

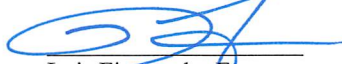
BY: 
NAME: Alma Fernandez, PE
TITLE: Vice President

1. _____
2. _____

OWNER: City of Doral
BY: 
NAME: Hernan Organvidez
TITLE: Interim City Manager

AUTHENTICATION:
BY: 
NAME: Connie Diaz
TITLE: City Clerk

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

BY: 
NAME: Luis Figueredo, Esq
TITLE: City Attorney

CONSULTANT WORK ORDER PROPOSAL

Date: August 19, 2021

Dear Mrs. Carbonell:

Gannett Fleming, Inc. (the Consultant) proposes to provide the services identified below for the project entitled “**Evaluation of Doral Trolley Route 2 Schedule**”, pursuant to its Professional Service Agreement with the City of Doral (City), RFQ No. 2020-22.

I. SCOPE OF WORK

Gannett Fleming, Inc. will provide transportation planning services for the City of Doral for the above referenced project. The scope of work (the Work) comprises the following tasks.

- Task 1: Data Collection and Evaluation of Existing Conditions
 - Collection of transit passenger travel data and transit vehicle running time data for typical weekdays and one weekend day during the school season
 - Limited ridership data collection of major stops to validate historic data collected by the City
 - Vehicle running time data collection using a spare vehicle provided by the City
 - Determination of transit passenger transfer times to/from MetroBus and MetroRail via desktop analysis
- Task 2: Development of Short-term Improvements
 - Development of a “School Season” Timetable for the updated Doral Trolley Route 2 (Yellow Route)
- Task 3: Meetings
 - One kick-off meeting
 - One progress meeting to coincide with the end of **Task 2**
- Task 4: QAQC
 - The Consultant shall be responsible for ensuring that all work products conform to appropriate standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the Consultant. This QC process shall ensure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work
- Task 5: Contract Management and Coordination

The project deliverables include:

- One “School Season” timetable in Excel and General Transit Feed Specification (GTFS) format for the updated Doral Trolley Route 2 (Yellow Route)

II. SUB-CONSULTANTS

Table 1 lists the sub-consultants that will assist in performing the Work.

Table 1: List of Sub-consultants

Sub-consultant Name	Specialty/Expertise
N/A	N/A

III. SCHEDULE OF WORK – TIME OF PERFORMANCE

The Consultant shall submit the project deliverables and perform the Work as specified in Table 2.

Table 2: Schedule of Work

Task	Sub-task	Duration (specify weeks or calendar days)	Delivery Date* (cumulative weeks or calendar days)
1	Travel Time Data Collection and Analysis	1 week	NTP + 1 week
	Limited Ridership Data Collection		
	MetroBus and MetroRail Schedule Analysis	2 weeks	NTP + 3 weeks
2	Development of "School Season" Timetables		

* An updated schedule, indicating actual delivery dates, based on the above durations, will be provided to the City upon receipt of the NTP.

IV. COMPENSATION

Consultant shall perform the Work detailed in this proposal for a limiting amount, not to exceed, fee of Nine Thousand Eight-Hundred and Thirty-Four dollars and Zero cents (\$9,834.00). The City shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount.

Table 3: Summary of Compensation

Task	Task Name	Fee Amount	Fee Basis
1	Data Collection and Evaluation of Existing Conditions	\$4,157.00	Limiting Amount, Not to Exceed
2	Development of Short-term Improvements	\$2,670.00	Limiting Amount, Not to Exceed
3	Meetings	\$1,208.00	Limiting Amount, Not to Exceed
4	QAQC	\$900.00	Limiting Amount, Not to Exceed
5	Contract Management and Coordination	\$899.00	Limiting Amount, Not to Exceed
Total		\$9,834.00	N/A

V. ADDITIONAL SERVICES

The City may establish an allowance for additional services requested by the City and for unforeseen circumstances, which shall be utilized at the sole discretion of the City.



Excellence Delivered *As Promised*

VI. PROJECT MANAGER

CONSULTANT'S Project Manager for this Work Order assignment will be Alina Fernandez, P.E.

Submitted by:

A handwritten signature in blue ink, appearing to read 'Alina F.', written over a horizontal line.

Alina Fernández, P.E. - Vice President
Gannett Fleming, Inc.

Reviewed and approved by:

Rita Carbonell – Chief of Engineering
City of Doral

ESTIMATE OF WORK EFFORT FOR TECHNICAL PROPOSAL - FIRM

Project Name: Evaluation of Doral Trolley Route 2 Schedule
 County: Miami-Dade, FL
 Project Length: City of Doral Trolley System

Estimator: Ivan Jimenez Urena/Alina Fernandez
 Date: 8/19/2021

Consultant: Gannett Fleming, Inc.
 Consultant #: N/A

Work Activity	Staff Classification						Total Staff Hours
	Principal Engineer	Project Manager	Senior Engineer	Project Engineer	GIS Technician	Clerical	
	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Task 1	0.00	1.00	0.00	16.00	17.00	0.00	34.00
Task 2	0.00	1.00	0.00	17.00	0.00	0.00	18.00
Task 3	0.00	3.00	0.00	3.00	0.00	2.00	8.00
Task 4	0.00	0.00	5.00	0.00	0.00	0.00	5.00
Task 5	0.00	4.00	0.00	0.00	0.00	1.00	5.00
Total	0.00	9.00	5.00	36.00	17.00	3.00	70.00

Notes:
 1. This worksheet provides the distribution of a firm's total staff hours for a project.
 2. Percentages for staff hour distribution by classification are entered below in rows 44 to 48 of this sheet.
 3. Total Staff Hours (Column I) may not match staff hours from Summary worksheet (Column J) due to rounding. Staff hours calculated for employee classifications are to be adjusted so totals match.
 4. Formulas under "Total Staff Hours Range" may be adjusted to provide desired range.

PRIME ESTIMATED FEE: 70.00
SUBCONSULTANTS ESTIMATED FEE: 0.00
SURVEY ESTIMATED FEE: 0.00
 Additional Services (Allowance) 0.00
 Reimbursables (Allowance) 0.00
GRAND TOTAL ESTIMATED FEE: 70.00

Work Activity	Staff Hour Distribution - Firm Total						Total Staff Hours
	Principal Engineer	Project Manager	Senior Engineer	Project Engineer	GIS Technician	Clerical	
	Percent	Percent	Percent	Percent	Percent	Percent	Percent
Task 1	0.00%	2.00%	0.00%	48.00%	50.00%	0.00%	100%
Task 2	0.00%	7.00%	0.00%	93.00%	0.00%	0.00%	100%
Task 3	0.00%	40.00%	0.00%	40.00%	0.00%	20.00%	100%
Task 4	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100%
Task 5	0.00%	80.00%	0.00%	0.00%	0.00%	20.00%	100%

ESTIMATE OF WORK EFFORT AND COST - PRIME

Project Name: Evaluation of Doral Trolley Route 2 Schedule
 County: Miami-Dade, FL
 Project Length: City of Doral Trolley System

Estimator: Ivan Jimenez Urena/Alina Fernandez
 Date: 8/19/2021

Consultant: Gannett Fleming, Inc.
 Consultant #: N/A

Staff Classification	Principal Engineer	Project Manager	Senior Engineer	Project Engineer	GIS Technician	Clerical	Total Staff Hours	Salary Cost by Activity
Billing Rate	\$210.00	\$205.00	\$180.00	\$145.00	\$96.00	\$79.00		
Task 1	0.00	1.00	0.00	16.00	17.00	0.00	34.00	\$4,157.00
Task 2	0.00	1.00	0.00	17.00	0.00	0.00	18.00	\$2,670.00
Task 3	0.00	3.00	0.00	3.00	0.00	2.00	8.00	\$1,208.00
Task 4	0.00	0.00	5.00	0.00	0.00	0.00	5.00	\$900.00
Task 5	0.00	4.00	0.00	0.00	0.00	1.00	5.00	\$899.00
Total Staff Hours	0.00	9.00	5.00	36.00	17.00	3.00	70.00	
Total Staff Cost	\$0.00	\$1,845.00	\$900.00	\$5,220.00	\$1,632.00	\$237.00		\$9,834.00

PRIME ESTIMATED FEE:	\$9,834.00
SUBCONSULTANTS ESTIMATED FEE:	\$0.00
SURVEY ESTIMATED FEE:	\$0.00
Additional Services (Allowance)	\$0.00
Reimbursables (Allowance)	\$0.00
GRAND TOTAL ESTIMATED FEE:	\$9,834.00

Project Name: Evaluation of Doral Trolley Schedules
 Estimator: Ivan Jimenez Urena/Alina Fernandez
 Date: 8/19/2021

Activity	Task Name	Units	# of Units	Hours / Unit	Total Hours	Total Hours by Task	Comments
Task 1	Travel Time Data Collection and Analysis	LS	1.00	24.00	24.00	34.00	Hours / Unit = [1 staff/route x 1 route x 8 hrs data collection/day x 2 weekdays] + [1 staff/route x 1 route x 8 hrs data collection/day x 1 weekend-day] = 16 hrs + 8 hrs = 24 hrs Data Collection = 2 hrs [AM Peak] + 2 hrs [PM Peak] + 2 hrs [Midday] + 2 hrs [Evening] = 8 hrs data collection/day 1 unit = 1 season (Scope includes 1 seasons: e.i., "School")
	Limited Ridership Data Colleciton	LS	1.00	4.00	4.00		Hours / Unit = [1 staff/route x 1 route x 2 hrs data collection/day x 1 weekday] + [1 staff/route x 1 route x 2 hrs data collection/day x 1 weekend-day] = 2 hrs + 2 hrs = 4 hrs Data Collection = 1 hr [AM/PM Peak] + 1 hr [Evening] = 2 hrs data collection/day 1 unit = 1 season (Scope includes 1 seasons: e.i., "School")
	MetroBus and MetroRail Schedule Analysis	LS	1.00	6.00	6.00		Hours / Unit = (1 staff x 4 hrs) + 2 hr Revisions = 6 hrs
Task 2	Development of "School Season" Timetable	LS	1.00	18.00	18.00	18.00	Hours / Unit = (1 staff x 16 hrs) + 2 hrs Revisions = 18 hrs
Task 3	Meetings	LS	2.00	4.00	8.00	8.00	Hours / Unit = (2 staff x 1 hr meeting) + (1 staff x 1 hr meeting preparation) + 1 hr Clerical = 4 hrs
Task 4	QAQC	LS	1.00	5.00	5.00	5.00	
Task 5	Contract Management and Coordination	LS	1.00	5.00	5.00	5.00	
Total Hours					70.00	70.00	TRUE

RESOLUTION No. 20-243

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO PROFESSIONAL SERVICES AGREEMENTS WITH 300 ENGINEERING GROUP, A&P CONSULTING TRANSPORTATION ENGINEERS CORP., BCC ENGINEERING, EAC CONSULTING, GANNETT FLEMING, HW LOCHNER, KIMLEY-HORN, MARLIN ENGINEERING, STANTEC, AND THE CORRADINO GROUP; FOR THE PROVISION OF PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES; AUTHORIZING THE CITY MANAGER TO EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in response to RFQ #2020-22 titled “Professional General Engineering and Architectural Services”, the City of Doral received twenty-five (25) submittals by the August 7, 2020, 10:00 a.m. deadline; and

WHEREAS, the selected firms will be used to create a “pool” of pre-qualified consultants to provide professional general engineering and architectural services thereby reducing the costly and time-consuming process of individual solicitations; and

WHEREAS, this expedited process would follow the City of Doral Procurement Ordinance #2004-03 whereby any work in excess of the stated minimum is brought before the City Council for approval; and

WHEREAS, funding for the tasks assigned under these contracts will be budgeted each fiscal year; and

WHEREAS, Staff respectfully recommends that the City Council authorize the City Manager to negotiate and enter into professional service agreements with the following ten (10) firms: 300 Engineering Group, A&P Consulting Transportation Engineers, BCC Engineering, EAC Consulting, Gannett Fleming, H W Lochner, Kimley-Horn, Marlin

Engineering, Stantec, and The Corradino Group for the provision of professional engineering and architectural services;

WHEREAS, in the event the City cannot successfully negotiate with one of/or any of the firms recommended, staff and the City Manager are authorized to move onto the next highest ranked firm and commence negotiations, and so forth, until ten (10) firms have executed contracts.

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

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval of Rankings. The City Council hereby approves the rankings of the ten (10) firms, attached as Exhibit "A", as provided by the proposals submitted.

Section 3. Authorization. The City Manager is authorized to expend budgeted funds for professional services associated with this Professional Services Agreement.

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 Councilmember Puig-Corve and upon being put to a vote, the vote was as follows:

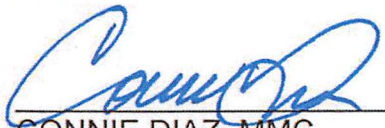
Mayor Juan Carlos Bermudez	Yes
Vice Mayor Pete Cabrera	Yes
Councilwoman Digna Cabral	Yes
Councilwoman Claudia Mariaca	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 16 day of December, 2020.



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