

WORK ORDER FOR PROFESSIONAL SERVICES No. 2022-02

TO: Iler Planning Inc.
1688 Meridian Avenue
Suite 720
Miami Beach, Florida 33139

DATE: January 27, 2022

The City of Doral authorizes the firm of Iler Planning Inc., to provide professional planning and zoning services for the preparation of the update to Chapter 71, "Landscaping and Buffers," of the City's Land Development Code. Iler Planning Inc. is a prequalified provider of professional planning services approved by the Mayor and the City Council on March 22, 2017 via Resolution No. 17-48. The Professional Services Agreement between Iler Planning Inc. and the City of Doral was approved on May 24, 2017 for an initial term of three (3) years with an expiration date of March 30, 2020. Pursuant to Section 2.1 of the Professional Services Agreement, the City Manager on March 30, 2020, authorized an extension of the contract for an additional period of two (2) years through March 30, 2022. The work should be performed in accordance with the contract provisions contained in the Professional Services Agreement and the attached proposal entitled "Doral Landscape Code Update" 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 Iler Planning Inc., dated August 20, 2021. The scope includes the preparation of the update to Chapter 71, "Landscaping and Buffers," of the City's Land Development Code. The schedule requires the work to be performed within eight (8) months from Notice to Proceed (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 materials basis with a not to exceed amount of \$48,250.

You are required by the Continuing Professional Services 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.

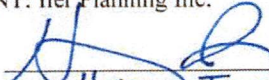
Work Order incorporates the terms and conditions set forth in the Continuing Professional Services Agreement approved by the Mayor and City Council on May 24, 2017 between the parties as though fully set forth herein. In the event that any terms or conditions of this Work Order conflict with the Continuing Professional Services Agreement, the provisions of this specific Work Order shall prevail and apply.

This Work Order is not binding until the City of Doral agrees and approves this Work Order.

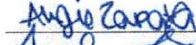

(Signature page follows)

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.

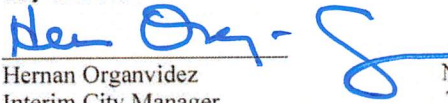
CONSULTANT: Iler Planning Inc.

BY: 
NAME: Henry Iler
TITLE: President

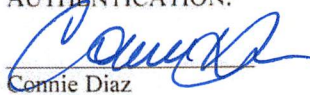
WITNESSES: SEAL:

1. 
2. 

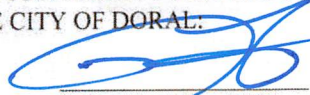
OWNER: City of Doral

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

Doral Landscape Code Update

Scope of Services

Prepared by: Henry Iler, AICP
Iler Planning Inc.
8-20-21

This scope of work, prepared by Iler Planning (Consultant), is intended to implement an update of Doral Code Chapter 71 (Landscape Code). A major focus of the update will be to incorporate policies from other City planning documents such as the Comprehensive Plan Green Element and the Doral Boulevard Beautification Plan. City staff and the Consultant have also gained considerable experience in using Chapter 71 over the 15 years since it was first adopted and this experience will further guide the update.

The Consultant will work directly with Planning and Zoning staff in implementing the update. The specific tasks involved in this project are outlined below.

Task 1: Kick-off Meeting and Background Documents. Consultant will prepare an agenda and conduct a project kick-off meeting with City staff. The goal and objectives of the project will be discussed and finalized. Background documents necessary for the project will be identified and provided by staff. The project schedule will be reviewed and amended as necessary.

Task 2: Chapter 71 Update Draft. Following receipt of all background documents from Task 1, Consultant will prepare the initial draft of the Chapter 71 revision and submit it for staff review. Consultant will meet with staff to discuss the draft document, comments and any remaining update needs.

Task 3: Revised Landscape Code. Consultant will revise the initial draft of the revised Landscape Code and prepare a 2nd draft for final staff review. Consultant will meet with staff, if necessary, to discuss any remaining comments and the planned stakeholder public workshop. Consultant will make any revisions agreed upon in the staff meeting and submit a 3rd document draft for public review prior to the stakeholder workshop.

Task 4: Stakeholder Meeting. Consultant will attend the workshop and present the primary changes to the Landscape Code. City staff will prepare the Powerpoint presentation for the workshop.

Task 5: Final Revised Landscape Code. Consultant will make any changes recommended by staff based on the comments received at the stakeholder workshop and submit the final recommended update to the Landscape Code.

Fee: \$48,250. This fixed fee will be invoiced by the Consultant periodically based on work progress. The fee breakdown by task is provided below.

- Task 1: \$8,750
- Task 2: \$24,500
- Task 3: \$8,500
- Task 4: \$4,000
- Task 5: \$2,500**
- Total: \$48,250

Deliverables and Responsibilities: City is responsible for preparation of all legal documents, public notices and staff reports. One (1) hard copy and one (1) digital copy of the Consultant deliverables in Tasks 2, 3 and 5 will be provided.

Completion Schedule:

- Task 1: 30 days from Notice-to-Proceed (NTP)
- Task 2: 150 days from NTP.
- Task 3: 180 days from NTP.
- Task 4: 210 days from NTP.
- Task 5: 240 days from NTP

RESOLUTION No. 17-48

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AWARDED REQUEST FOR PROPOSALS #2016-44, "GENERAL PLANNING AND ZONING SERVICES," TO TINDALE OLIVER AND ILER PLANNING; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO PROFESSIONAL SERVICE AGREEMENTS WITH TINDALE OLIVER AND ILER PLANNING TO PROVIDE GENERAL PLANNING AND ZONING CONSULTING SERVICES, FOR A PERIOD OF THREE (3) YEARS, WITH TWO (2) ONE (1) YEAR RENEWALS, FOR A YEARLY AMOUNT NOT TO EXCEED \$50,000.00, AND TO EXPEND FUNDS IN FURTHERANCE THEREOF; AUTHORIZING THE CITY MANAGER TO NEGOTIATE WITH THE NEXT HIGHEST RANKED FIRM SUCCESSIVELY IF AN AGREEMENT CANNOT BE NEGOTIATED WITH ONE OR BOTH OF THE TWO TOP RANKED FIRMS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on December 19, 2016, the City of Doral (the "City") issued a Request for Proposal #2016-46, "General Planning and Zoning Services" (the "RFP") for the purposes of consulting services to supplement the Planning and Zoning Department, which was advertised on the City's Website and DemandStar; and

WHEREAS, on January 4th, 2017, a mandatory pre-proposal meeting was held in the City to review the RFP and answer questions from the interested proposers; and

WHEREAS, on January 27, 2017, seven (7) of the fourteen (14) firms represented at the mandatory pre-proposal meeting responded to the RFP; and

WHEREAS, on February 7, 2017, the City appointed a three(3)-member Evaluation Committee to review and rank the proposals consistent with the requirements set forth in the RFP; and

WHEREAS, on February 22, 2017, the Evaluation Committee held a public meeting to score and rank each of the proposals based on a three hundred (300) point system as follows:

- | | |
|----------------------------------|-------------------|
| 1. Tindale Oliver | 281.2 Points |
| 2. Iler Planning | 279.4 Points |
| 3. Keith & Associates | 277.3 Points |
| 4. The Corradino Group | 276.5 Points |
| 5. Johnson Engineering | 263.0 Points |
| 6. Calvin, Giordano & Associates | 262.1 Points |
| 7. H.W. Lockner | 258.1 Points; and |

WHEREAS, staff has recommended that the City Council authorize the City Manager to negotiate and enter into Professional Service Agreements with Tindale Oliver and Iler Planning, the two highest ranking proposers to provide “General Planning and Zoning Consulting Services” to the City of Doral.

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

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

Section 2. Award. The RFP is hereby awarded to Tindale Oliver and Iler Planning, subject to enter into Agreements with the City. This authorization does not create or confer any rights on Tindale Oliver, Iler Planning, or any ranked firm.

Section 3. Authorization. The City Manager is hereby authorized to negotiate and enter into Professional Service Agreements with Tindale Oliver and Iler Planning, the two (2) highest ranking proposers to the RFP, for General Planning and Zoning Consulting Services for a period of three (3) years with two (2) additional one (1) year renewals for a combined amount not to exceed \$50,000.00. The City Manager is

authorized to negotiate with the next highest ranked firm successively if an agreement cannot be negotiated with one or both of two (2) top ranked firms. The City Manager is further authorized to expend budgeted funds 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 provisions of this Resolution.

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

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

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Claudia Mariaca	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 22 day of March, 2017.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



CONNIE DIAZ, CMC
CITY CLERK

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



WEISS, SEROTA, HELFMAN, COLE & BIERMAN, P.L.
CITY ATTORNEY