

WORK ORDER No. 15 FOR PROFESSIONAL SERVICES

TO: ADA Engineering
8550 NW 33 Street, Suite 202
Doral, Florida 33122
(305) 551-4608

DATE: February 4, 2020

The City of Doral authorizes the firm of ADA Engineering, Inc. to provide professional engineering services to develop a presentation of the completed Stormwater Feasibility Study to be presented during the February Council Meeting as of the date of this work order. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Final Agreement between ADA Engineering, and the City of Doral dated January 30, 2018, and the attached Proposal dated January 24, 2020 and submitted by your firm for the above referenced project.

SCOPE OF SERVICES AND SCEHDULE:

The scope of the project will be as described in the attached proposal from ADA Engineering for professional engineering services to prepare a presentation for the Mayor and City Council-Members during the February 2020 Council Meeting. The schedule of the work to be provided is one week from NTP. The performance of services associated with this Work Order will be executed on a lump sum basis with a not to exceed amount of \$2,161.20.

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.

This Work Order incorporates the terms and conditions set forth in the Continuing Services Agreement dated January 30, 2018 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. This Work Order is not binding until the City of Doral agrees and approves this Work Order.

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: ADA Engineering

WITNESSES:

SEAL:

BY: Ivette O. Argudin
NAME: Ivette O. Argudin
TITLE: Executive VP

- 1. [Signature]
- 2. [Signature]



OWNER: City of Doral
BY: [Signature]
NAME: Albert P. Childress
TITLE: City Manager 2-6-20

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

APPROVED AS TO FORM:
BY: [Signature]
NAME: LUIS FIGUEREDO, ESQ.
TITLE: City Attorney



Corporate Office
8550 NW 33rd Street, Suite 202
Doral, Florida 33122
T 305.551.4608
F 305.551.8977
www.adaengineering.com

January 24, 2020

Ms. Stephanie Bortz
Stormwater Utility Manager
City of Doral
Public Works Department
8300 NW 53rd Street, Suite 200
Doral, Florida 33166

**Reference: February 12, 2020 City Council Presentation
Results of the Doral Stormwater Vulnerability Assessment**

Dear Ms. Bortz

Per your request, A.D.A. Engineering, Inc. (ADA) is pleased to submit this Service Order proposal for Professional Engineering Services associated with developing a presentation on the results of the City of Doral Stormwater Vulnerability Assessment and presenting it at the City Council Meeting on February 12, 2020. This Service Order will be a part of the General Engineering/Architectural Services (RFQ 2017-21) agreement between the City of Doral (City) and ADA.

The following sections outline the required tasks, scope of work, schedule of work (time performance), and compensation to prepare and present the presentation.

I. SCOPE OF WORK

The Scope of Work is comprised of the following essential tasks:

- Task 1 – Produce PowerPoint Slide Presentation for City Council Meeting
- Task 2 – Attend City Council Meeting February 12, 2020, and give presentation

Task 1: Produce PowerPoint Slide Presentation for City Council Meeting

ADA will produce a short 10-15 slide PowerPoint presentation summarizing the approach and results of the 2019 City of Doral Stormwater Vulnerability Assessment Report. The presentation will include the results of the groundwater rise risk analysis for the exfiltration trenches, drainage swales, and excess stormwater runoff volume, as it relates to sea level rise projections for the Year 2050. This information will showcase to City Council the infrastructure that might be at risk as a result of the Sea Level Rise Projections, as well as the overall resiliency of the stormwater infrastructure.

Deliverable:

- 1.1 DRAFT slide presentation sent to the City via email (for comment)
- 1.2 FINAL slide presentation to be given at City Council Meeting

Task 2: Attend City Council Meeting February 12, 2020, and give Presentation

ADA Engineering will send Desiree Heint, EI and a senior staff member from ADA to give the presentation on February 12, 2020. Ms. Heint is the individual who prepared the City of Doral Stormwater Vulnerability Assessment in 2019, under the supervision of Senior Engineering staff at ADA. Senior staff from ADA will have the technical expertise and experience to aid in fielding technical questions from the City Council.

Deliverable:

- 2.1 City Council Meeting Presentation (February 12, 2020) held at City Hall (8401 NW 53rd Terrace, Doral FL) at 10:00am.

II. SCHEDULE OF WORK – TIME OF PERFORMANCE

ADA will submit the Deliverables and perform the Work as depicted in the table below:

Schedule of Deliverables		
Task	Project Activity Description and Deliverable	Date
1	Produce PowerPoint Slide Presentation for City Council Meeting	February 5, 2020
2	Attend City Council Meeting February 12, 2020, and give Presentation	February 12, 2020

III. COMPENSATION

ADA will be compensated **\$2,161.20** on a lump sum basis for performing the work detailed in the Scope of Work. ADA will submit to the City monthly invoices for work completed on a percentage basis. The table below outlines the estimated fee schedule for the required deliverables. Attachment A includes a detailed breakdown of the man-hour estimate per task.

Summary of Compensation		
Task	Project Activity Description	Fee Amount
1	Produce PowerPoint Slide Presentation for City Council Meeting	\$1,430.00
2	Attend City Council Meeting February 12, 2020, and give Presentation	\$731.20
TOTAL		\$2,161.20

IV. SUPPORT FROM CITY

To successfully complete the project, the City will provide the following support:

1. Attend City Council Meeting
2. Review draft presentation – Comments will be prepared for review by City staff, and other interested parties selected by the City, if needed. The City will consolidate all review documents (internal and external to the City) into a single document and transmit to ADA. The City agrees that its review comments will be delivered to ADA within 3 business days following receipt of the draft document(s) from ADA.

We look forward to assisting the City on this project assignment. If you have any questions or need additional information, please do not hesitate to contact Desiree Heintz or me at (561) 227-9114.

Sincerely
A.D.A. ENGINEERING, INC.



Jeffrey Vollat, PE
Water Resources Group Executive

Enclosures:
Attachment A – Fee Estimate



ATTACHMENT A
CITY OF DORAL
City Council Presentation of the Doral Stormwater Vulnerability Assessment
FEE ESTIMATE

Date Estimated: 2/3/2020

WORK ACTIVITY	ADA Staff by Category			TOTAL HOURS	TOTAL FEE	Comments/Assumptions
	Principal / QC	Project Manager	Project Engineer			
HOURLY RATE	\$200.00	\$195.00	\$130.00			
Task 1 – Produce PowerPoint Slide Presentation for City Council Meeting		2	8	10	\$1,430.00	
1.1 Prepare DRAFT PowerPoint presentation		1	6	7	\$975.00	By February 5, 2020
1.2 Prepare FINAL PowerPoint presentation		1	2	3	\$455.00	On February 12, 2020
Task 2 – Attend City Council Meeting February 12, 2020, and give Presentation	2		2	4	\$731.20	
2.1 Attend City Council Presentation	2		2	4	\$660.00	City Council Meeting
Mileage Reimbursement					\$71.20	160 miles at \$0.445/mile = \$71.20
Total Hours	2	2	10			
Total Fee	\$400.00	\$390.00	\$1,300.00	14	\$2,161.20	