

**WORK ORDER No. 5 FOR PROFESSIONAL SERVICES**

TO: BCC Engineering, Inc.  
7300 North Kendall Drive, Suite 400  
Miami, Florida 33156  
(305) 670-2350

DATE: October 10<sup>th</sup>, 2018

The City of Doral authorizes the firm of BCC Engineering, Inc. to provide professional grant writing support to prepare an application package as per Florida Forestry Services. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Final Agreement between BCC Engineering, Inc. and the City of Doral dated February 5, 2018, and the attached Proposal dated September 18, 2018 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 BCC Engineering, Inc. dated September 18<sup>th</sup>, 2018 for Grant Writing Support services. 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 \$5,351.50.

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 February 5, 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.

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: BCC Engineering, Inc.

WITNESSES: SEAL:


BY:   
NAME: LUISA A. RODRIGUEZ  
TITLE: VICE - PRESIDENT

1. \_\_\_\_\_  
2. \_\_\_\_\_

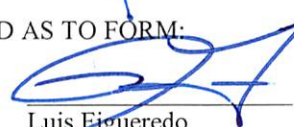
OWNER: City of Doral

AUTHENTICATION:

BY:   
NAME: Edward Rojas  
TITLE: City Manager

BY:   
NAME: Connie Diaz  
TITLE: City Clerk

APPROVED AS TO FORM:

BY:   
NAME: Luis Figueredo  
TITLE: City Attorney

RECEIVED  
OCT 11 2018  
CITY OF DORAL



September 18, 2018

Ms. Dulce Pantaleon  
City of Doral  
8401 NW 53rd Terrace  
Doral, FL 33166

Reference: **City of Doral – Proposal for Grant Writing Support**

Ms. Dulce Pantaleon:

Thank you for the opportunity to present this proposal to provide Grant Writing Support services for the City of Doral. The services under this task authorization will be provided by our sub-consultant E-Sciences, Incorporated (E-Sciences).

**Scope of Services**

Please refer to Exhibit "A" for E-Sciences detailed scope of services for the Grant Writing Support services.

**Basic Services Fee**

We propose to provide the above scope of service for a lump sum fee of \$4,865.00. See Scope of Services on attached Exhibit "A" for summary of tasks and cost of services.

A "Sub-Consultant Management Fee" in the amount of 10% of the fees (\$486.50) is included on this proposed amount and the amount will be pro-rated and included on each invoice.

**Grand Total Amount is \$5,351.50**

Exhibit "A" is attached to and made a part of this Agreement. We hope this Proposal meets your expectations and we look forward to working with you on this Project.

Sincerely,

**BCC ENGINEERING, INC.**

A handwritten signature in blue ink, appearing to read 'R. Burgess', is written over a light blue horizontal line.

**Richard Burgess, P.E.**  
Project Manager

## **Exhibit "A"**

**E-Sciences, Inc. Fee Proposal**



ENGINEERING  
ENVIRONMENTAL  
ECOLOGICAL

September 18, 2018

Luis Rodriguez, PE  
Senior Project Manager  
BCC Engineering, Inc.  
6401 SW 87th Avenue, Suite 200  
Miami, FL 33173

**Subject: Proposal for Grant Writing Support  
Doral, Miami-Dade County, Florida  
E Sciences Proposal Number 7-0346-P04**

Dear Mr. Rodriguez:

E Sciences, Incorporated (E Sciences) is pleased to submit this proposal to provide grant writing support for the City of Doral (City). Included, and incorporated as part of this proposal, is an outline of the project information provided to us, the proposed scope of services, our fee, the proposed schedule, and authorization procedures including the terms and conditions governing the project.

#### **Background Information**

Our understanding of this project comes from a phone conversation between Ms. Dulce Pantaleon of the City and Justin Freedman of E Sciences on September 12, 2018. The City wishes to apply for two Florida Forest Service Urban and Community Forestry Grants, which offer up to \$30,000 as a 50-50 matching grant for projects such as tree inventories and other related projects. The City's goal is to acquire outside funding to support their efforts to conduct a street tree inventory and develop "tree care for hurricane preparedness" materials to be distributed/presented to its residents. E Sciences is providing this proposal to you, as we are as subconsultant to BCC Engineering on a professional services agreement with the City of Doral.

#### **Proposed Scope of Services**

E Sciences will prepare two grant application packages in accordance with the Florida Forest Service guidelines. The first application will be for funding for the completion of the city-wide tree inventory. We have estimated the cost for the inventory to be \$35,000; therefore the grant application will be for \$17,500 for this work. The proposal to perform the inventory will be provided separately.

The second grant application will be for funding for the preparation of presentation materials for "tree care for hurricane preparedness." These materials are anticipated to include an instructional tree care video and written materials (flyers) on tree care. Both the video and flyers may then be presented to and/or distributed to the public for educational purposes by the City. We propose meeting with City

staff to discuss the specific presentation items needed, which will then determine the cost of services and subsequently the grant application amount.

Please note that there is no guarantee that the City of Doral will be awarded either of the grants.

### **Cost of Services**

E Sciences proposes to perform the above scope of services for a lump sum fee of \$4,865. If unforeseen conditions should require services beyond the scope of services described herein, E Sciences will notify you promptly of additional costs necessary to complete the project, prior to proceeding. Services beyond those described herein will be invoiced in accordance with our agreed schedule of fees at the applicable rates. Please note that payment of invoices is due upon receipt.

### **Authorization**

As our written authorization, please provide a work order in accordance with the terms and conditions of our subconsultant agreement associated with the Continuing Professional Services Agreement between BCC Engineering and the City of Doral.

We appreciate the opportunity to offer our professional services on this project. If you have any questions concerning this proposal, please contact us at (954) 484-8500.

Sincerely,  
**E SCIENCES, INCORPORATED**



Justin Freedman, MS  
Project Manager



Nadia Locke, P.E.  
Associate