

WORK ORDER FOR PROFESSIONAL SERVICES

TO: A.D.A. Engineering, Inc.
8550 NW 33rd Street, Suite 202
Doral, Florida 33122
(305) 551-4608

DATE: June 21, 2019

The City of Doral authorizes the firm of A.D.A. Engineering, Inc. to update Section 74-881 "Low Impact Development (LID) Practices" of the City's Land Development Code and update the City's Low Impact Development Master Plan. The scope of services includes, but it is not limited to, low impact development current ordinance review and update, adding new LID best management practices (BMPs), revised the analysis approach for up to two (2) LID BMPs currently included in the Master Plan and a half-day workshop with the development community. 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 April 12, 2019 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 A.D.A. Engineering, Inc. The schedule requires the work to be performed within 6 months from the 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 based on a lump sum with a not to exceed amount of \$14,924.70

You are required 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

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.

(Signature page follows)

CONSULTANT: A.D.A. Engineering, Inc.

BY: 
NAME: ALEX VAZQUEZ
TITLE: VICE PRESIDENT

WITNESSES:

SEAL:

1. 
2. 




OWNER: City of Doral

BY: 
NAME: Albert P. Childress
TITLE: 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



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

April 12, 2019

Julian H. Perez, AICP, CFM
Planning and Zoning Director
City of Doral
8401 NW 53rd Terrace, Second Floor
Doral, FL 33166

**Reference: CONTINUING PROFESSIONAL SERVICES FINAL AGREEMENT (RFQ 2017-21)
LOW IMPACT DEVELOPMENT MASTER PLAN UPDATE**

Dear Mr. Perez:

Per your request, A.D.A. Engineering, Inc. (ADA) is pleased to provide the services identified below for the project entitled "Low Impact Development Master Plan Update" for the City of Doral (City). This Service Order will be an integral part of the General Engineering/Architectural Services (RFQ 2017-21) agreement between the City and ADA. .

The following sections outline the required tasks, scope of work, schedule of work (time performance), and compensation to prepare the Low Impact Development (LID) Master Plan Update for the City.

I. SCOPE OF WORK

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

- Task 1 – Low Impact Development Ordinance Review and Update
- Task 2 – Low Impact Development Master Plan Report Update

Task 1: Low Impact Development Ordinance Review and Update

ADA will attend one (1) meeting with City staff to obtain the history and approach in developing the current LID Ordinance. The City will provide a copy of the ordinance to ADA in Word format. ADA will review the ordinance and provide the City recommendations of suggested changes and refinements to the current ordinance. ADA will provide comments to the City in Word file "Track Change" format.

ADA will attend one (1) meeting with City staff to present the proposed changes to the ordinance.

Task 2: Low Impact Development Master Plan Report Update

ADA will attend one (1) meeting with City staff to discuss the venue and coordinate a workshop with the development community to obtain input and recommendations to the current LID Master Plan Report. ADA will work with the City in participating in a half-day workshop with the development community. The City will advertise and coordinate with developers to maximize workshop attendance.

Based on input from the development community and City staff, ADA will update the current LID Master Plan Report. Below is a summary of the anticipated changes to the Report, for scoping purposes:

1. Add up to two (2) new LID best management practices (BMPs).
2. Revised the analysis approach for up to two (2) LID BMPs currently included in the LID Master Plan Report.
3. Revise report to include new and revised BMPs analysis methodologies.
4. Revise sample projects included in the report to incorporate new and revised BMPs.
5. Update the hydrologic/hydraulic model used in the sample analyses from ICPRV3 to ICPRV4.

ADA will provide three (3) hardcopies and one electronic copy of the draft LID Master Plan Report Update for the City's review. ADA will attend one (1) meeting with the City to present the findings of the draft updated report. This task will also include attending half-day meeting with commissioners to present the proposed changes to the LID Master Plan Update.

Upon receipt of the City's written review comments and input from Commissioners, ADA will provide the City five (5) hardcopies and one electronic copy of the final LID Master Plan Report.

As part of this task, ADA will attend up to one (1) City Commission meeting to assist the City in addressing any comments from the Commission. It is anticipated that the City will present the updated LID Master Plan Report if needed.

I. SCHEDULE OF WORK – TIME OF PERFORMANCE

ADA shall submit the Deliverables and perform the Work as depicted in the table below. Completion dates are in months from notice to proceed (NTP):

Schedule of Deliverables		
Task	Project Activity Description	Months from NTP
1	Low Impact Development Ordinance Review and Update	2 Months
2	Low Impact Development Master Plan Report Update	6 Months

V. COMPENSATION

ADA will be compensated a total lump sum amount of \$14,924.70 for performing the work detailed in the Scope of Work. ADA will submit to the City monthly invoices for work completed each month by ADA.

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 for ADA.

Summary of Compensation		
Task	Deliverable Description	Fee Amount
1	Low Impact Development Ordinance Review and Update	\$2,029.10
2	Low Impact Development Master Plan Report Update	\$12,895.60
TOTAL		\$14,924.70

VI. SUPPORT FROM CITY AND SCOPE OF WORK EXCLUSIONS

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

1. Attend progress meetings
2. Facilitate meetings with developers and City Commissioners
3. Provide current LID Ordinance in Word format
4. Reproduce materials to be distributed at the workshop with developers and at City Commission meetings
5. Notifying developers in advance and placing highly visible notices in the local newspaper of public workshop meetings, if needed

6. Review draft deliverables – 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 14 calendar days following receipt of the draft document(s) from ADA.

The services outlined below are not included as part of the scope of work, although additional service orders can be executed to assist the City with these services if necessary:

1. Prepare boards or presentation materials for developer workshop
2. Reproduce or distribute material for developer workshops and City Commission meetings
3. Provide legal interpretation of ordinance development of modifications
4. Prepare presentation or present and City Commission meetings

We look forward to assisting the City on this important project assignment. If you have any questions or need additional information, please do not hesitate to contact Alberto Argudin or me at (305) 551-4608.

Sincerely

A.D.A. ENGINEERING, INC.



Alex Vazquez, PE, CFM

Vice President/Project Manager

Enclosures:

Attachment A – Fee Estimate



Date Estimated: 4/12/2019

ATTACHMENT A
CITY OF DORAL
LOW IMPACT DEVELOPMENT MASTER PLAN UPDATE
FEE ESTIMATE

WORK ACTIVITY	Principal/QC	Project Manager	Sr. Project Engineer	Project Engineer	GIS Specialist	CADD Technician	Clerical	TOTAL HOURS	LABOR COST	ESTIMATED EXPENSES ¹	TOTAL FEE
HOURLY RATE	\$200.00	\$195.00	\$160.00	\$130.00	\$105.00	\$80.00	\$75.00				
Task 1 – Low Impact Development Ordinance Review and Update		6	5					11	\$1,970.00	\$59.10	\$2,029.10
1.1 Attend initial meeting with City		2	2					4	\$710.00	\$21.30	\$731.30
1.2 Review and provide comments on current LID ordinance		2	1					3	\$550.00	\$16.50	\$566.50
1.3 Attend meeting with City to discuss recommendations on current LID ordinance		2	2					4	\$710.00	\$21.30	\$731.30
Task 2 – Low Impact Development Master Plan Report Update		16	30	34	1		1	82	\$12,520.00	\$375.60	\$12,895.60
2.1 Attend meeting with City to discuss and coordinate developer workshop		2	2					4	\$710.00	\$21.30	\$731.30
2.2 Attend half-day developer workshop		4	4					8	\$1,420.00	\$42.60	\$1,462.60
2.3 Add up to two (2) new LID best management practices (BMPs).			4	12				16	\$2,200.00	\$66.00	\$2,266.00
2.4 Revised the analysis approach for up to two (2) LID BMPs currently included in the LID Master Plan			2	4				6	\$840.00	\$25.20	\$865.20
2.5 Revise report to include new and revised BMPs analysis methodologies			2	2				4	\$580.00	\$17.40	\$597.40
2.6 Revise sample projects included in the report to incorporate new are revised BMPs			2	4				6	\$840.00	\$25.20	\$865.20
2.7 Update the hydrologic/hydraulic model used in the sample analyses from ICPRV3 to ICPRV4			2					2	\$320.00	\$9.60	\$329.60
2.8 Prepare draft LID Master Plan Report Update		1	4	8	1		1	15	\$2,055.00	\$61.65	\$2,116.65
2.9 Attend meeting with City to present draft report		2	2					4	\$710.00	\$21.30	\$731.30
2.10 Attend half-day meeting with Commissioners		4	4					8	\$1,420.00	\$42.60	\$1,462.60
2.11 Prepare final LID Master Plan Report Update		1	2	4				7	\$1,035.00	\$31.05	\$1,066.05
2.12 Attend City Commission Meeting		2						2	\$390.00	\$11.70	\$401.70
Total Hours		22	35	34	1		1	93	\$14,490.00	\$434.70	\$14,924.70
Total Fee		\$4,290.00	\$5,600.00	\$4,420.00	\$105.00		\$75.00				