

WORK ORDER No. 3 FOR PROFESSIONAL SERVICES

TO: EXP US Services, Inc.  
201 Alhambra Circle, Suite 800  
Coral Gables, FL 33134  
(305) 216 3790

DATE: January 15, 2025

The City of Doral authorizes the firm of EXP US Services, Inc. to provide professional engineering services to assist the City of Doral in developing discretionary grant application for the Safe Streets for All (SS4A) which will provide the funding to develop a Comprehensive Safety Action Plan that aims to reduce fatalities and severe injuries which enhancing transportation safety condition within the City. Where EXP US Services, Inc. is a prequalified provider of professional engineering services selected by Consultant Competitive Negotiation Act (CCNA) requirements and approved by the City Council in March 2024 through Resolution 24-54, the work should be performed by the contract provisions contained in the Continuing Professional Services Agreement between EXP US Services, Inc. and the City of Doral dated June 3, 2024, and the attached Proposal dated December 16, 2024, 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 EXP US Services Inc., dated December 16, 2024, to provide the services identified for assisting the City of Doral in developing discretionary grant application for the Safe Streets for All (SS4A) which will provide the funding to develop a Comprehensive Safety Action Plan that aims to reduce fatalities and severe injuries which enhancing transportation safety condition within the City. The schedule requires the scope of work to be completed within 4 months after the Notice to Proceed is provided. All time limitations set forth in this Work Order are of the essence. The performance of services associated with this Work Order will be executed on a times and material not to exceed the amount of \$29,857.14.

You are required by the Continuing Service Agreement to begin work after the execution of this Work Order, or as directed otherwise. If you fail to begin work after the execution of this Work Order, the City of Doral will be entitled to disqualify the Proposal and revoke the award.

The Work Order incorporates the terms and conditions set forth in the Continuing Services Agreement dated June 3, 2024, 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. The 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: EXP US Services Inc.

BY: Kyle Henry  
NAME: Kyle Henry  
TITLE: Vice President

WITNESSES:

1. [Signature]  
2. [Signature]



OWNER: City of Doral

AUTHENTICATION:

BY: Zeida Sardinias  
NAME: Zeida Sardinias  
TITLE: City Manager

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

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

BY: [Signature]  
NAME: Gastesi, Lopez and Mestre, PLLC  
TITLE: City Attorney



December 16, 2024

Edna Sibila  
Transportation Manager  
City of Doral  
8401 NW 53 Terrace  
Doral, Florida 33166

Re: City of Doral Comprehensive Safety Action Plan Grant Application

Dear Ms. Sibila,

We are pleased to present the following scope of services to develop a Comprehensive Safety Action Plan for the City of Doral. Our consultant team will assist the City of Doral in applying for the Safe Streets and Roads for All (SS4A) discretionary grant. This grant aims to reduce fatalities and severe injuries while enhancing transportation safety conditions in the City.

Our scope of work details the necessary steps, deliverables, and fee schedule for preparing a grant narrative, adhering to the guidelines outlined in the SS4A Checklist and requirements for the FY 2025 Notice of Funding Opportunity (NOFO).

We look forward to the opportunity to collaborate with the City of Doral and continue contributing to the safety and improvement of your beautiful city. Please feel free to contact us if you have any questions or need further information.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Puentes", is written over the word "Sincerely,".

Jesús Puentes, PE  
Senior Project Manager  
Bike/Ped, Transit, and Multimodal

EXP U.S. Services, Inc.

cc: José Clavell, PE, EXP  
José Santiago, PE, EXP  
Darlin Pérez, City of Doral

201 Alhambra Circle, Suite 800, Coral Gables, Florida 33134 | USA  
786-774-5379 | [exp.com](http://exp.com)

## CITY OF DORAL COMPREHENSIVE SAFETY ACTION PLAN AND DEMONSTRATION GRANT APPLICATION

The City of Doral aims to secure the FY 2025 Safe Streets and Roads for All (SS4A) grant, which will fund the development of a Comprehensive Safety Action Plan (CSAP). This plan focuses on enhancing transportation safety and reducing traffic-related fatalities and injuries. The scope of work includes preparing a grant narrative and executing demonstration activities, adhering to the guidelines outlined in the Safe Streets and Roads for All Planning and Demonstration Grant Application. Notably, the SS4A program necessitates a 20% federal grant match from the municipality.

### Project Objectives:

- Draft no more than two (2) resolutions for the City Council to establish a strong municipal framework as the first step toward securing federal funding for a CSAP. These resolutions will emphasize the City's commitment to safety and include a pledge for a 20% municipal funding match, demonstrating the community's readiness to invest in transformative solutions.
- Prepare a SS4A Discretionary Grant Application for the City of Doral, aiming to secure funding for the development of a CSAP under the FY 2025 Notice of Funding Opportunity (NOFO).
- Create a demonstration project list featuring potential quick-build initiatives designed to serve as early implementations and guide the development of the CSAP. These projects will highlight practical, high-impact solutions that can swiftly improve safety while aligning with the plan's long-term goals.

## SCOPE OF WORK

### Task 1: Drafting of Resolutions

This task will focus on steps necessary to draft necessary resolutions to emphasize Doral's commitment to safety.

- Identify Funding Opportunities:
  - Research requirements and criteria for federal funding programs such as the SS4A grant.
  - Understand the application timeline, eligibility, and specific documentation needed for a CSAP.
- Define Key Elements of the Resolutions:
  - Highlight the city's commitment to enhancing safety for all road users, particularly vulnerable populations.
  - Specify the intention to create a Comprehensive Safety Action Plan.
  - Include a formal pledge for a 20% municipal funding match to meet federal funding requirements.
- Draft Resolution Language:
  - Work with legal counsel to draft clear and legally sound resolutions.
  - Ensure the language reflects both the technical requirements for funding and the

city's broader vision for safety.

- Present Resolutions to City Council:
  - Schedule the resolutions for inclusion on the City Council meeting agenda.
  - Prepare supporting materials, including a presentation and data, to articulate the importance of the initiative.

## **Task 2: Preliminary Analysis**

This task will involve a review of the latest citywide plans, including data collection for a preliminary safety analysis. The following summary outlines what this task entails:

- Analyzing crash data and Mobility Plan projects:
  - Reviewing the adopted City of Doral Master Plan, Transit Mobility Plan, Bikeway Network Plan, Segment Counts, Freight Improvement Plan, among other pertinent studies.
  - Gathering the total 2020 Census population for the City of Doral
  - Reviewing Justice40 Data and Other Sources. This includes examining data from USDOT's Equitable Transportation Community (ETC) Explorer, or any other relevant sources such as the Climate and Economic Justice Screening (CEJST) Tool.
  - Conducting a detailed review of the recently adopted Transportation Master Plan section related to Vision Zero to evaluate the completeness and utility of data on motor vehicle-involved roadway fatalities in the City of Doral. If the information provided in the plan is found to be inconclusive or incomplete, independently gather and analyze the total count of roadway fatalities during this period using alternative reliable data sources.
  - Utilizing Signal4 Analytics to conduct a detailed review of crash data, focusing on identifying high-risk locations and key contributing factors if the data on motor vehicle-involved roadway fatalities is determined to be incomplete or lacks utility.
  - Developing a Preliminary High Injury Network (HIN) Map, highlighting areas with the highest concentration of severe crashes to assess the crashworthiness of corridors citywide, regardless of road jurisdiction.
  - Calculating the Safe Streets and Roads for All Average Annual Fatality Rate for the City of Doral, following the guidelines set forth in the SS4A FY25.
- Performing an Equity Analysis, including:
  - Assessing impacts on vulnerable populations, evaluating how proposed safety improvements affect vulnerable populations, and calculating the total percent of population in Underserved Communities in the City of Doral, following the guidelines set forth in the SS4A FY25.
  - Ensuring an equitable distribution of safety benefits, making sure these are distributed equitably across all community segments.

## **Task 3: Grant Narrative**

The Consultant will draft a grant narrative that clearly outlines the City of Doral's project goals and expected outcomes. This includes addressing all merit criteria for safety and calculating greenhouse gas reductions. It will highlight the critical need for safety improvements, supported by data from the existing citywide transportation efforts and preliminary analyses.

Additionally, the narrative will detail the planned stakeholder engagement processes, community involvement, and collaboration with local and state agencies.

The Consultant will create a project timeline that aligns each task with the SS4A Discretionary Grant Application deadlines. This timeline will include key milestones, deadlines for stakeholder meetings, dates for draft and final deliverables, and implementation phases for the demonstration projects.

In summary, the grant narrative will include the following:

- Crash locations mapped across the entire city to identify high-risk areas.
- Detailed engineer's estimates for potential demonstration projects, including cost assessments and feasibility studies.
- A compelling grant narrative that aligns with the specific requirements outlined in the FY 2025 Notice of Funding Opportunity (NOFO), ensuring clarity and adherence to guidelines.
- SF Forms along with all necessary supplemental documents for submission, ensuring all paperwork is complete, accurate, and submitted in a timely manner.

**Task 4: Grant Application Support**

The Consultant will ensure close collaboration with various stakeholders to obtain support letters. The city project Manager will support the Consultant in collaboration with the city Council and other stakeholders. Also, the Consultant will help the City of Doral with necessary forms, such as the series SF Forms.

In summary, the grant application task will include:

- Coordinating with stakeholders, including community members, local government agencies, and other relevant parties, to ensure their input and support for the project.
- Creating a comprehensive submittal checklist to track all required documents and ensure that each item is completed and included in the final submission.
- Gathering and organizing letters of support from key stakeholders, demonstrating broad-based backing for the project.
- Overseeing project management activities and organizing regular meetings to ensure that all team members are aligned, deadlines are met, and any issues are promptly addressed.

**Fee Schedule**

Task	Fee
Task 1: Drafting of Resolutions	\$3,286.52
Task 2: Preliminary Analysis	\$7,457.00
Task 3: Grant Narrative	\$14,612.32
Task 4: Grant Application Support	\$4,501.90
Total Fee	\$29,857.14

**Schedule**

Project duration is from Contract Execution until the end of May 2025.



CITY OF DORAL

EXP US Services, Inc.  
Contract Name RFQ 2023-08  
WO # 1 – SS4A COMPREHENSIVE SAFETY ACTION PLAN AND DEMONSTRATION GRANT APPLICATION  
Date: 12/13/24  
Prepared by: Jesús Fuentes, PE

	Project Manager	Planner	GIS Technician		
Loaded	\$257.80	\$157.07	\$138.44		
Task 1: Drafting of Resolutions	3	16	0	19	3,286.52
Task 2: Preliminary Analysis	6	20	20	46	7,457.00
Task 3: Grant Narrative	20	32	32	84	14,612.32
Task 4: Grant Application Support	6	10	10	26	4,501.90
Sub-Total	32	62	62	156	\$29,857.74
Other Direct Costs					
Travel Costs					0.00
Printing & Miscellaneous					0.00
Total					29,857.74

**RESOLUTION No. 25-21**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING A WORK ORDER WITH EXP U.S. SERVICES, INC. IN AN AMOUNT NOT TO EXCEED THIRTY THOUSAND DOLLARS AND 00/100 (\$30,000.00), FOR AS-NEEDED SUSTAINABILITY GRANT WRITING APPLICATION SERVICES, AS IT PERTAINS TO THE IMPLEMENTATION OF ELEMENTS OF THE CITYWIDE INTEGRATED SUSTAINABILITY PLAN (CISP); AUTHORIZING THE CITY MANAGER TO EXECUTE THE WORK ORDER AND EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Doral (the “City”) adopted the Citywide Sustainability Implementation Plan (“CISP”) via Resolution No. 24-222; and

**WHEREAS**, the CISP provides a sustainability pathway to programs and projects to better serve the community in implementing strategies to reduce energy use, to reduce fossil fuel emissions, and renewable energy improvements; and

**WHEREAS**, there are currently unprecedented levels of Federal, State, and other funding opportunities available to the City to broaden sustainable goals; and

**WHEREAS**, based on the available resources, the City’s Public Works Department (PWD) requested a proposal from EXP U.S Services Inc. for professional sustainability grant writing application services on as-needed basis to identify the best grant opportunities funding to implement the CISP; and

**WHEREAS**, EXP U.S Services, 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 March 2024 via Resolution 24-74; and

**WHEREAS**, the PWD respectfully requests authorization from the Mayor and the City Councilmember to authorize the City Manager to execute Work Order No. 4 enclosed as part of "Exhibit A" for EXP U.S Services, Inc. for professional sustainability grant writing application services on as-needed basis to identify the best grant opportunities funding to implement the CISP; and

**WHEREAS**, funding for this request is available in the Public Works Department, "Professional Services" Account, Account No. 001.80005.500310

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

**Section 1. Recitals.** The above recitals are true and correct and incorporated herein.

**Section 2. Approval.** Work Order No. 4 between the City of Doral and EXP U.S Services, Inc. for professional sustainability grant writing application services on as-needed basis to identify the best grant opportunities funding to implement the CISP, a copy which is attached hereto as Exhibit "A", in an amount not to exceed Thirty Thousand Dollars and 00/100 (\$30,000.00), is hereby approved.

**Section 3. Authorization.** The City Manager is authorized to execute the Work Order and expend budgeted funds on behalf of the City 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 the provisions of this Resolution.

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



The foregoing Resolution was offered by Councilmember Pineyro who moved its adoption.

The motion was seconded by Councilmember Reinoso and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	Yes
Vice Mayor Maureen Porras	Yes
Councilwoman Digna Cabral	Absent/Excused
Councilman Rafael Pineyro	Yes
Councilwoman Nicole Reinoso	Yes


PASSED AND ADOPTED this 15 day of January, 2025.

ATTEST:

  
\_\_\_\_\_  
CONNIE DIAZ, MMC  
CITY CLERK

  
\_\_\_\_\_  
CHRISTI FRAGA, MAYOR

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

  
\_\_\_\_\_  
LORENZO COBIELLA  
GASTESI, LOPEZ, MESTRE & COBIELLA, PLLC  
CITY ATTORNEY