

## WORK ORDER No. 3 FOR PROFESSIONAL SERVICES

TO: CHA, Inc  
10305 N.W. 41 Street, Suite 115  
Miami, Florida 33178  
(305) 592-7283

DATE: March 13, 2025

The City of Doral authorizes the firm of CHA, Inc to provide professional engineering design services for the provision of design and permitting of the New Council Area on the 3<sup>rd</sup> Floor of Government Center Building. Where CHA 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 through Resolution 24-54. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Agreement between CHA and the City of Doral dated March 13, 2025, and the attached Proposal dated March 3, 2025 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 CHA dated February, 2025 for the design of the New Council Area. The schedule requires the work to be completed within 90 calendar days from 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 on a time and material basis not to exceed the amount of \$55,639.84.

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.

Work Order incorporates the terms and conditions set forth in the Continuing Services Agreement dated March 13, 2025 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: CHA, Inc.



BY:   
NAME: Eithel M. Sierra, PE  
TITLE: Project Team Leader

OWNER: City of Doral

BY:   
NAME: Zeida Sardiñas  
TITLE: City Manager

WITNESSES:

1.  
2.


SEAL:



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: Lorenzo Cobiella  
Gastesi, Lopez and Mestre, PLLC  
TITLE: City Attorney



March 4, 2025

City of Doral

8401 Northwest 53rd Terrace, 2nd Floor

Doral, Florida 33166

Attn: Lazaro Quintero

**Doral City Hall Council Members Offices**

**Professional Services:**

Architectural, Mechanical, Fire Sprinkler, Electrical Engineering services for the City of Doral.

**Project Description:**

The project consists in the reconditioning of an existing office space area in the northeast side of the third level of the Doral City Hall Building for the Council Members Offices. The new Public The new Council Area will include four (4) new Councils Offices, four (4) new Council Assistants Offices, Interns Working Stations, and a Conference Room.

**Scope of Services:**

For northeast portion of the building that is currently an office space we will incorporate the following:

- Provide new G.W.B. Partitions to be extended to the underside of the deck.
- All new councils and assistants offices to be enclosed with a storefront system.
- Modifications of ceiling.
- New lighting inside the office and modifications to the existing lighting system for the remaining common area.
- Soundproofing specifications for interior walls.
- Relocation and possible additions of A/C diffusers.
- Relocation of sprinklers.
- Necessary electrical design for the reconditioned Council Area.
- Develop Electrical Riser Diagram and Load Calculations.
- Develop Electrical Panel Schedules.
- Construction Cost Estimates at 60% and 90% submittal.
- Specific location for low voltage/data ports in each office and conference room

**Post-Design Services:**

- Address all contractor’s Request for Information (RFI).
- Assistance with all comments from the County, State and Federal agencies pertinent to our agreed upon scope of work
- Review shop drawings and submittal architectural components.
- Prepare Plan Revisions and sketches (if required).
- Three site visits to observe the construction.

**Exclusions:**

- Structural Engineering.
- Plumbing Engineering.
- Interior Design.
- Photorealistic Renderings.
- Plan expediting and permit fees.
- Revisions due to “Value Engineering” recommendations by the owner, contractor, or third party.
- Value engineering.
- Surveying.
- Engineering certification of any building system or inspections.
- LEED Certification (or any other certification process)/Design.
- Acoustic engineering analysis to obtain any target acoustic ratings.
- LV and Security System.
- Building automation and controlled lighting.
- Millwork Drawing.

\*Appearances at public hearings for zoning issues, variances or for any other purposed other than for standard required meetings for building permit.

**Schedule:**

- 30% Submittal (For Office Layout Acceptance) (3 weeks after NTP)
- 60% Submittal (2 weeks after 30% acceptance)
- 90% Submittal (4 weeks after 60% submittal)
- 100% Submittal (3 weeks after 90% submittal)

**Service Fee:**

Architectural, Mechanical, Fire Sprinkler and Electrical Service Fee.....	\$ 50,075.86
Post Design Services.....	\$ 5,563.98
<b>Total Fee.....</b>	<b>\$ 55,639.84</b>



**Compensation:**

CHA shall perform the Work detailed in this proposal for a Lump Sum, not to exceed Fifty Five Thousand Six Hundred and Thirty Nine Dollars with 84 cents. (\$55,639.84).

If the foregoing is to your understanding and approval, kindly sign and return one copy of proposal for our files.

Regards,



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CHA Solutions

Eithel Sierra, P.E.

Project Team Leader

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Accepted: City of Doral

Lazaro Quintero

Capital Improvements Division Chief



**RESOLUTION No. 25-78**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A WORK ORDER WITH CHA INC. FOR THE PROVISION OF DESIGN, DEVELOPMENT, AND PERMITTING OF CONSTRUCTION DOCUMENTS, FOR THE RECONDITIONING OF OFFICE SPACE FOR THE ELECTED OFFICIALS WITHIN THE THIRD FLOOR OF THE GOVERNMENT CENTER IN A AMOUNT NOT TO EXCEED (FIFTY FIVE THOUSAND SIX HUNDRED THIRTY NINE DOLLARS AND 84/100) \$55,639.84; AUTHORIZING THE CITY MANAGER TO EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY IN FURTHERANCE HEREOF; APPROVING A BUDGET TRANSFER OF \$55,639.84 FROM ACCOUNT No. 301.80005.500634 TO ACCOUNT No. 301.80005.500310 TO PROVIDE FOR SUFFICIENT FUNDING; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, as the City continues to grow, there is a need for the City's Government Center to adapt and transform in order to address the needs of a growing staff and ensure that the best possible service is provided to the community; and

**WHEREAS**, during Fiscal Year 2024-25, the City Manager's Office provided a directive to the PWD to recondition the existing open space area in the northeast side of the third level within the Government Center Building and create a new working area for the Elected Officials; and

**WHEREAS**, the proposed area includes four new offices for the Elected Officials as well as the Legislative Analyst, four intern work stations, and a Councilmembers conference room; and

**WHEREAS**, the Public Works Department (PWD) requested a proposal from CHA INC. to provide professional services for provision of design, development of construction documents, and permitting of offices of new Councilmembers area; and

**WHEREAS**, CHA, Inc. is a prequalified provider of professional engineer services selected by Consultant Competitive Negotiation Act (CCNA) requirements and approved by the City Council on March 13, 2024, via Resolution 24-54; and

**WHEREAS**, the contract between CHA, Inc. and the City of Doral was procured through the publicly advertised Invitation to Bid (ITB) 2023-08 process to select a pool of pre-qualified Engineering and Architecture firms; and

**WHEREAS**, CHA, Inc. submitted the attached proposal which includes the design, development, and permitting of the construction documents for the new Elected Officials area in an amount not to exceed \$55,639.84; and

**WHEREAS**, City staff recommends that the City Council approve and authorize the City Manager to execute Work Order # 3 CHA, Inc. to provide design and permitting services for the Elected Officials new office space at the Government Center in a not to exceed amount of \$55,639.84; and

**WHEREAS**, in addition, City Staff respectfully requests that the Mayor and the City Councilmembers authorize the transfer of \$55,639.84 from Account Num. 301.80005.500634 to Account Num. 301.80005.500310 to provide sufficient funding for this request.

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

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

**Section 2. Approval.** Work Order No. 3 between the City of Doral and CHA Inc. for the provision of design, development of construction documents, and permitting of the Elected Officials new working area at the Government Center in amount not to exceed \$55,639.84, a copy of which is attached as Exhibit "A", and the transfer of \$55,639.84 from Account No. 301.80005.500634 to Account No. 301.80005.500310 to provide sufficient funding, are hereby approved.

**Section 3. Authorization.** The City Manager is authorized to execute the Work Order, transfer the funds, 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 Reinoso who moved its adoption. The motion was seconded by Councilmember Pineyro and upon being put to a vote, the vote was as follows:

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

PASSED AND ADOPTED this 12 day of March, 2025.



CHRISTI FRAGA, MAYOR

ATTEST:



CONNIE DIAZ, MMC  
CITY CLERK

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