

## WORK ORDER No. 7 FOR PROFESSIONAL SERVICES

TO: Stantec Consulting Services Inc.  
901 Ponce de Leon Boulevard, Suite 900  
Coral Gables, Florida 33134  
(305) 445-2900

DATE: June 4, 2025

The City of Doral authorizes the firm of Stantec Consulting Services Inc. to provide professional engineering and architectural services for the conceptual design of the proposed future Police Headquarters. Where Stantec Consulting Services Inc. is part of the pre-qualified pool of consultants selected in accordance with RFQ 2023-08 requirements and approved by the City Council on March 13, 2024, via Resolution 24-54. The work shall be performed in accordance with the contract provisions contained in the Professional Services Agreement between Stantec Consulting Services Inc. and the City of Doral, dated June 3, 2024, and the proposal submitted by your firm on May 13<sup>th</sup>, 2025, for the above-referenced project.

### SCOPE OF SERVICES AND SCHEDULE:

The project scope will be as described in the attached proposal from Stantec Consulting Services Inc. dated May 13<sup>th</sup>, 2025, to provide professional engineering and architectural services for the conceptual design of the proposed future Police Headquarters. The schedule requires the scope of work to be completed within five (5) months of 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 lump sum basis not to exceed the amount of \$370,376.26.

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 June 03, 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. 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: Stantec Consulting Services Inc.

BY:   
NAME: Jeffrey S. Crews  
TITLE: Senior Principal

WITNESSES:

1.   
2. 

OWNER: City of Doral


BY:   
NAME: Zeida Sardinas  
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: Lorenzo Cobiella  
Gastesi, Lopez, Mestre & Cobiella, PLLC.  
TITLE: City Attorney



2 South Biscayne Boulevard  
Miami FL 33131  
Tel: (305) 482-8700  
Fax: (305) 482-8770

**May 13, 2025**

**Lazaro Quintero, MPA, PMP, CPRP**  
Capital Improvements Division Chief  
**City of Doral**  
**8401 NW 53<sup>rd</sup> Terrace**  
**Doral, FL 33178**  
E. Lazaro.Quintero@cityofdoral.com  
**T. (305) 593-6600**

**Reference: Conceptual Design for future Police Building in the City of Doral | Architectural and Civil Services Proposal**

Dear Mr. Quintero:

Thank you for the opportunity to present this proposal for the conceptual design for the future Police Building in the City of Doral, Florida. We are very excited about working with The City of Doral and the Police Department on this project. We are uniquely positioned to assist you and your team to realize this project. Our team has extensive experience in successfully delivering efficient and functional police departments.

**The project shall be inclusive of the following:**

The target site is located at 3719 NW 97 Ave. Doral FL. 33172. The building programing and conceptual design will be based on the allowable zoning floor area ratio and height. Parking spaces will be analyzed based on code requirements and the input provided by the Police Department in regard to current and potential future needs.

The Project shall be based on general program to be discussed with the City of Doral Police Department to identify the primary uses required for the new Police Department Building.

The following list includes some of the uses within the program but is not conclusive, a comprehensive analysis will be completed during the programing phase in conjunction with the stakeholders spatial needs and requirements:

- Entry Lobby and Reception
- Property and Evidence Unit
- Booking and Intake
- Detectives Division
- K-9 Unit

**Design with community in mind**



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**Reference: Police Department Building Conceptual Design | Doral, Florida**

- Records Unit
- Crime Scene Unit
- Uniform and Traffic Unit
- Communications and Dispatch
- Internal Affairs
- Special Details Unit
- Property and Evidence Storage
- Quartermaster Area
- Fitness Area
- School Resource Program
- Real Time Operations Center
- Training Rooms
- Classrooms and Media Press
- Support Spaces: administration offices, male and female restrooms and lockers, break room, conference rooms, mail room, mechanical room, main electrical room, generator room, IT/Server room.

Once the primary uses are identified, a meeting within the design team and a representative of each Police Department Unit or Division will be scheduled to discuss the specific needs for the space and the end user, included but not limited to the number of personnel using the space, space layout requirements (enclosed rooms, open work areas, spatial and dimensional needs), adjacency requirements and general requirements.

The program development for the Police Department Building aims to create a comprehensive plan that outlines the scope, goals and objectives of the project. The program will serve as a guide for the design team ensuring the concept design meets the needs and expectations for the Police Department.

## **DESCRIPTION OF SERVICES AND SCOPES OF WORK**

Stantec shall perform all services and/or work necessary to complete the following tasks and/or provide the following items.

### **Phase 1 - Program Verification**

Our work in this phase will commence upon your authorization and signed service order. In this task we will meet with stakeholders to assess the current and projected needs of the project and develop a quantitative facilities spatial program and set target dates for critical project



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**Reference: Police Department Building Conceptual Design | Doral, Florida**

milestones.

### **Phase 2 - Schematic Design**

Schematic Design task shall establish the conceptual design of the project illustrating the scale and relationship of the project components. Two options will be included and presented for consideration. The Schematic Design Documents shall include:

Site Development Planning: including - project elements, existing facilities, and proposed projects pertinent to or interfacing with other projects. The site analysis will be coordinated with our in-house Civil Department based on current site conditions, included but not limited to the relationship with the existing access road, existing city's training facility building and wetland area, verification for parking on grade or parking structure based on input provided by the Police Department in regard to current and potential future needs.

Architectural Schematic Design Documentation: including - conceptual building plan, preliminary sections and elevations, preliminary selection of building systems and materials, as applicable, development of approximate dimensions, areas, and volumes.

Civil Schematic Design Documentation: Research existing conditions, permits and regulatory requirements for the proposed site. Provide preliminary assessment of drainage requirements and availability of utility services to be outlined in preliminary Civil Plan Views.

Environmental Services Design Documentation: Research existing conditions, permits and regulatory requirements for the proposed site. Provide preliminary assessment and narrative of environmental conditions and permit requirements.

Landscape Schematic Design Documentation: Provide a preliminary assessment of the landscape requirements, included but not limited to mitigation, landscape trees and shrubs and irrigation. Provide a narrative along with preliminary plans for Tree Disposition and Plantings

Mechanical/Plumbing/Fire Protection Schematic Design Documentation: Make recommendations regarding basic mechanical materials and systems, analysis, and development of conceptual solutions for: energy source(s), energy conservation, Air conditioning, heating and ventilation, plumbing, fire protection, general space requirements and prepare mechanical design criteria narrative. Including two meetings, one to discuss the proposed systems and another to address any comments.

Structural Schematic Design Documentation: provide a structural design narrative which includes overall structural design criteria, general description of structural systems which can be used and general structural material specifications. Including two meetings, one to discuss the proposed systems and another to address any comments.



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**Reference: Police Department Building Conceptual Design | Doral, Florida**

Electrical Schematic Design Documentation: make recommendations regarding basic electrical materials and systems, analysis, and development of conceptual solutions for: power service, lighting, fire detection, special electrical systems, general space requirements, emergency redundancy, prepare electrical design criteria narrative. Including two meetings, one to discuss the proposed systems and another to address any comments.

**The scope of work for this phase shall include the following:**

- Production of design work to demonstrate compliance with the approved program.
- Compliance with current building and accessibility codes.
- Preliminary floor plans for each floor which illustrate core configurations and proposed layout for each department.
- Site area development based on civil engineering coordination for existing conditions and parking space requirements (parking on grade vs parking structure).
- Research existing permits, as-builts and existing development plans for existing conditions regarding drainage and utilities.
- Provide preliminary assessment of drainage requirements and availability of utility services.
- Verify environmental and permitting requirements based on any possible impacts to the existing wetland, included but not limited to dredging, filling and/or construction.

**Deliverables include:**

- Vicinity Map showing surrounding properties within 250 feet
- Architectural Color Site Plan
- Preliminary Civil Plans to include proposed Drainage and Utilities
- Preliminary Landscape Plans to include proposed Tree Disposition and Proposed Preliminary Landscaping
- Floor Plans of each Level
- Enlarged plans
- Building Efficiency Summary, program and computed areas.
- Zoning Summary and Development Summary
- Two (2) computer-generated 3D architectural massing views
- One (1) hand sketch of the architectural concept design

Two presentation meetings are included. One meeting to present the design concept and a second meeting to address any comments or observations.



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**Reference: Police Department Building Conceptual Design | Doral, Florida**

## **ESTIMATE**

Stantec will provide Cost Estimating services through the use of a sub-consultant. A cost estimate will be provided at the end of the Programming Phase and an updated estimate will be provided at the end of the Schematic Design Phase.

## **SERVICES NOT INCLUDED IN THIS PROPOSAL (CHANGE OF SERVICES)**

Modifications necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages will be considered a Change of Services.

At your request, we can provide:

- Services beyond the Scope of Services described in this proposal
- Additional meetings outside those included in the Proposal
- Inventory of existing equipment / furniture and/or preparation of a plan for reuse of existing equipment/furniture.
- Preparation of digital or physical finish boards for presentation
- Specifications
- Selection and specification of custom furniture and/or individual/nonstandard office furniture.
- Signage, way-finding graphic design or environmental graphic design other than required by code
- Procurement coordination
- Bidding assistance
- Services related to data center, fitness center, kitchen and/or food service design
- Services related to audio visual, security, telecommunications and network design
- Coordination of professional renderings or models
- Marketing Materials
- Value Engineering services
- Environmental Services are for permit and regulatory research only and do not include field assessments, evaluations or testing.
- Changes or major documentation revisions after layout has been approved in previous phases may or may not result in an additional service. Depending on the implications of the change requested, if applicable, fee or schedule impacts will be presented for owner approval prior to proceeding with the change.
- Multiple bid or phased permit drawings not identified in the Proposal above.





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**Reference: Police Department Building Conceptual Design | Doral, Florida**

### **OWNER RESPONSIBILITIES**

Our design concept work will be based on the approved program and any preliminary information provided. The Owner shall provide the following:

- Topographic surveys, SUE, and subsurface investigations reports necessary for the A/E design will be provided by the City of Doral.
- City of Doral will provide systems furniture vendor to be used as the basis of design prior to beginning Phase 1.

### **SCHEDULE**

We have assumed duration of two (2) month for programming, including four (4) meetings with the City of Doral and stakeholders and up to three (3) months to complete the Concept Design package for two options, this duration includes coordination with engineers to define the required systems. These durations assume that the stakeholders will be available for all programming sessions and the City of Doral will review and sign off on phase 1 programming prior to starting on Phase 2 – Concept Design.

### **FEE AND BILLING**

Services will be performed in accordance with City's Continuing Professional Services Agreement RFQ 2023-08 dated June 3, 2024. Stantec will accomplish the services outlined in this scope of services for the lump sum labor fee of \$ 370,376.26 as outlined below.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed and expenses incurred as of the invoice date. Payment will be due within 30 days of the date on the Stantec invoice.



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Reference: Police Department Building Conceptual Design | Doral, Florida

Fee proposal

Task	Fee
Architecture	
Phase 1 Program Verification	\$ 85,258.56
Phase 2 Schematic Design	\$ 162,058.46
Meetings	\$ 13,946.04
Civil	\$ 19,619.80
Environmental	\$ 3,657.60
Landscape Architecture	\$ 10,788.10
Structure	\$ 22,782.90
MEP	\$ 33,574.00
Cost Estimating	\$ 16,690.00
Reimbursable Expenses	\$ 2,000.00
Totals	\$ 370,376.26

REIMBURSABLE EXPENSES

Reimbursable expenses are above and beyond the fees noted above. These fees are payable in response to monthly invoices based upon the number of Basic Services and Additional Services actually performed plus Reimbursable Expenses.





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**Reference: Police Department Building Conceptual Design | Doral, Florida**

### **TERMS AND CONDITIONS**

The attached "Continuing Professional Services Agreement" between City of Doral, Fl. And Stantec Consulting Services Inc. is included as an integral part of this proposal.

### **BILLING**

Invoices will be submitted on a monthly basis. The invoices will be identified with the work number and including the phase of the estimated percentage of the work completed.

We are eager to begin to work on this project and are looking forward to building a successful relationship with The City of Doral.

Sincerely,

A blue ink signature of Jeffrey Crews, written in a cursive style.

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**Stantec Consulting Services, Inc.**

Jeffrey Crews PE

Senior Principal

A blue ink signature of Gustavo Alberti, written in a cursive style.

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**Stantec Architecture, Inc.**

Gustavo Alberti AIA NCARB

Principal Senior Architect

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**City of Doral**

Attn: Lazaro Quintero

FEE ESTIMATE - Proposal - Doral Police Department																
	Project Manager	Senior Architect	Project Architect	Assistant - Design Specialist	Mechanical Engineer	Electrical Engineer	Planning Engineer	Structural Engineer	PC/MIA	Environmental Specialist	Design Civil	Civil Engineer	Landscaping Architect	Landscaping Designer	Expenses	Soft Costs
<b>Names</b>	Nelson, Elaine	Albert, Gustin	Vazquez, Arlen	Valle-Pinto, Wilbert	Rojas, Roman	Granados-Castillo, Constan	Rojas, Roman	Zustman, Eric	Carroll, David	Lopez, Eduardo	Bata, Shahad	Fernandez, Robert	Dubland, Ryan	Tingey, Annika		
<b>Project Billing Rate (T/M)</b>	\$227.80	\$226.01	\$157.70	\$157.70	\$199.85	\$199.85	\$199.85	\$199.85	\$199.85	\$199.85	\$199.85	\$199.85	\$199.85	\$199.85	\$1.00	\$1.00
<b>Total Units (T/M)</b>	364.00	364.00	364.00	364.00	364.00	364.00	364.00	364.00	364.00	364.00	364.00	364.00	364.00	364.00	364.00	364.00
<b>Fee (T/M)</b>	\$83,747.20	\$83,747.20	\$57,142.04	\$57,142.04	\$73,160.10	\$73,160.10	\$73,160.10	\$73,160.10	\$73,160.10	\$73,160.10	\$73,160.10	\$73,160.10	\$73,160.10	\$73,160.10	\$364.00	\$364.00
<b>Expenses (T/M)</b>	\$37,742.20	\$37,742.20	\$24,694.04	\$24,694.04	\$31,930.12	\$31,930.12	\$31,930.12	\$31,930.12	\$31,930.12	\$31,930.12	\$31,930.12	\$31,930.12	\$31,930.12	\$31,930.12	\$18,690.00	\$18,690.00
<b>Total Fee (T/M)</b>	\$46,005.00	\$46,005.00	\$32,448.00	\$32,448.00	\$41,230.00	\$41,230.00	\$41,230.00	\$41,230.00	\$41,230.00	\$41,230.00	\$41,230.00	\$41,230.00	\$41,230.00	\$41,230.00	\$18,690.00	\$18,690.00

Project Summary	Hours	Labour	Expense	Subs	Total
Fixed Fee	1,878.00	\$351,686.24	\$0.00	\$16,690.00	\$368,376.24
Time & Material	0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
<b>Total</b>	<b>1,878.00</b>	<b>\$351,686.24</b>	<b>\$2,000.00</b>	<b>\$16,690.00</b>	<b>\$376,376.24</b>

[illegible]

**RESOLUTION No. 25-163**

**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 STANTEC CONSULTING SERVICES INC. TO PROVIDE PROFESSIONAL SERVICES FOR THE CONCEPTUAL DESIGN OF A PROPOSED FUTURE POLICE HEADQUARTERS IN AN AMOUNT NOT TO EXCEED THREE HUNDRED SEVENTY THOUSAND THREE HUNDRED SEVENTY-SIX DOLLARS AND TWENTY-SIX CENTS (\$370,376.26); RECOGNIZING THAT STANTEC CONSULTING SERVICES INC. IS A CITY OF DORAL PREQUALIFIED VENDOR; AUTHORIZING THE CITY MANAGER TO TRANSFER THREE HUNDRED SEVENTY THOUSAND THREE HUNDRED SEVENTY-SIX DOLLARS AND TWENTY-SIX CENTS (\$370,376.26) FROM ACCOUNT No. 301.80005.500634 TO ACCOUNT No. 301.60005.500650; AUTHORIZING THE CITY MANAGER TO EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY IN FURTHERANCE HEREOF; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the existing Police Headquarters facility, which was originally constructed for the purpose of operating as a Public Works Department, and was later expanded and retrofitted to accommodate the City's Police Department operations, is approaching its functional capacity; and

**WHEREAS**, the City's Police Department is anticipated to be unable to adequately support the ongoing operational needs associated with the City's continued growth and increasing public safety service demands; and

**WHEREAS**, during the 2025 Strategic Planning session, it was noted that the City holds a lease agreement with the State of Florida for the parcel of land where the current Police Training Facility is located, and as part of the master plan submitted to the State, the City had identified the proposed construction of an additional government-use facility on the site; and

**WHEREAS**, this location has been identified as a site to explore for a proposed future police headquarter building; and

**WHEREAS**, as part of the initial planning phase for the proposed project, staff requested a proposal for professional services for the development of a conceptual design. The requested scope includes, but is not limited to, program verification, spatial analysis, preliminary floor plans, site area planning, and schematic design for architectural, civil, structural, environmental, landscape, mechanical, electrical, plumbing, and fire protection systems, as well as a preliminary construction cost estimate; and

**WHEREAS**, Stantec Consulting Services Inc. submitted the attached proposal for professional services related to the development of the conceptual design; and

**WHEREAS**, Stantec Consulting Services Inc. is a prequalified provider of professional engineering and architectural 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 Stantec Consulting Services 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**, City staff recommends that the Mayor and City Council approve and authorize the City Manager to execute Work Order # 7 with Stantec Consulting Services Inc. to provide conceptual design and cost estimation services for the proposed future police headquarters in a not to exceed amount of Three Hundred Seventy Thousand, Three Hundred Seventy-Six Dollars and 26/100 (\$370,376.26); and

**WHEREAS**, in addition, City Staff respectfully request that the Mayor and City Council authorize the transfer of Three Hundred Seventy Thousand, Three Hundred Seventy-Six Dollars and 26/100 (\$370,376.26) from Public Works Account No. 301.80005.500634 to Account No. 301.60005.500650 to provide funding for this request.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, 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. 7 between the City of Doral and Stantec Consulting Services Inc. for the provision of providing professional services related to the conceptual design and cost estimate for the proposed future police headquarters in an amount not to exceed Three Hundred Seventy Thousand, Three Hundred Seventy-Six Dollars and 26/100 (\$370,376.26) and the transfer of Three Hundred Seventy Thousand, Three Hundred Seventy-Six Dollars and 26/100 (\$370,376.26) from Public Works Account No. 301.80005.500634 to Account No. 301.60005.500650 to provide funding for this service are hereby approved.

**Section 3. Authorization.** The City Manager is authorized to execute the Work Order # 7 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	Yes
Councilman Rafael Pineyro	Yes
Councilwoman Nicole Reinoso	Yes

PASSED AND ADOPTED this 4 day of June, 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