

WORK ORDER FOR PROFESSIONAL SERVICES

TO: Tindale-Oliver & Associates, INC
1000 N. Ashley DR.
Suite 400
Tampa, FL 33602
(813) 224-8862

DATE: August 8, 2018
Budget Acct. No.
00140005.500310
Project: Zoning Guide
Project Budget \$18,203.48

The City of Doral authorizes the firm of Tindale-Oliver & Associates, INC. to provide planning and graphic design services to complete an illustrative zoning guide. The guide will provide illustrations of existing zoning standards to help educate property owners, the development community, and the general public to the specific zoning and landscape requirements for new development, infill and redevelopment. The work should be performed in accordance with the contract provisions contained in the Professional Services Agreement between Tindale-Oliver & Associates, INC and the City of Doral dated May 24, 2017, and the attached Proposal submitted by your firm for the above referenced project.

SCOPE OF SERVICES AND SCEHDULE:

The scope of the project will be as described in the attached proposal from Tindale-Oliver & Associated, INC. The schedule requires the work to be performed within 3 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 \$18,203.48.

You are required by the Professional Services 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 Professional Services Agreement dated May 24, 2017 between the parties as though fully set forth herein. In the event that any terms or conditions of this Work Order conflict with the Professional 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: Tindale-Oliver & Associated, INC.

BY: *William L. Ball*
NAME: William L. Ball
TITLE: Chief Operating Officer

OWNER: City of Doral

BY: *(Edward)*
NAME: Edward Rojas
TITLE: City Manager

APPROVED AS TO FORM:

BY: *W. E. Serota*
NAME: WEISS, SEROTA, HELFMAN, COLE,
& BIERMAN, PL
TITLE: City Attorney

WITNESSES:

SEAL:

1. *Eyisha Samiru*
2. *Angel P. Cruz*



AUTHENTICATION:

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

RESOLUTION No. 18-120

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE WORK ORDER FOR TINDALE-OLIVER AND ASSOCIATES, INC., A PREQUALIFIED CITY VENDOR, TO PROVIDE PROFESSIONAL PLANNING SERVICES FOR A ZONING GUIDEBOOK IN THE AMOUNT NOT TO EXCEED \$18,203.48; AUTHORIZING THE CITY MANAGER TO EXECUTE THE WORK ORDER AND EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on March 22, 2017, the Mayor and City Council for the City of Doral (the "City") approved the selection of Tindale-Oliver & Associates and Iler Planning, the two (2) highest ranking proposers to provide General Planning and Zoning Consulting Services for a three (3) – year period, with two (2) one (1) year renewals for a total of five (5) years; and

WHEREAS, the Tindale-Oliver & Associates is a national recognized planning consulting firm specializing in transportation, community planning and design, transit and public financing; and

WHEREAS, staff desires to prepare an illustrative zoning guide to serve as complete reference for property owners, entrepreneurs, and developers who desire to build in the City; and

WHEREAS, staff recommends City Council approval of the Work Order for Tindale-Oliver & Associates to provide planning and graphic design services to complete an illustrative zoning guide in the amount not to exceed \$18,203.48, attached hereto as Exhibit "A".

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

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

Section 2. Approval. The Work Order for Tindale-Oliver & Associates, Inc., for the provision of professional planning services to prepare an illustrative zoning guide in the amount not to exceed \$18,203.48, attached hereto as Exhibit "A", which is incorporated herein and made a part hereof by this reference, 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 City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

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

The foregoing Resolution was offered by Vice Mayor Rodriguez who moved its adoption. The motion was seconded by Councilmember Mariaca and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Ana Maria Rodriguez	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Claudia Mariaca	Yes

PASSED AND ADOPTED this 8 day of August, 2018.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



CONNIE DIAZ, CMC
CITY CLERK

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



WEISS, SEROTA, HELFMAN, COLE & BIERMAN, P.L.
CITY ATTORNEY

EXHIBIT "A"



To: Julian Perez, AICP, CFM, Planning Director (City of Doral)
From: Evan Johnson, AICP, LEED AP, Project Manager (Tindale Oliver)
Subject: City of Doral Professional Services for General Planning and Zoning Consulting Services - **Task Order #3: Illustrative Zoning Guide**
Date: July 13, 2018

I. Project Understanding

The City of Doral wishes to engage Tindale Oliver to provide planning and graphic design services to complete an illustrative zoning guide. This guide will provide illustrations of existing zoning standards to help educate property owners, the development community, and the general public to the specific zoning and landscape requirements for new development, infill and redevelopment. This Task Order will be provided under the under the Professional Services Agreement for General Planning and Zoning Consulting Services that exists between the City of Doral and Tindale Oliver (Prime Agreement).

II. Scope of Work

As currently understood, the services needed by the City of Doral may include but are not limited to:

1. Meetings – Participation in two meetings (one kick-off, one coordination meeting) to be conducted by phone.
2. Develop introductory text for each section of the illustrative zoning guide.
3. Summarize the specific dimensional requirements for each of the zoning categories as identified in Sec. 53-127 of the Code of Ordinances.
4. For each zoning category a rendered (color) plan view graphic will be created to provide an illustration of the specific standards identified in Sec. 53-127.
5. Landscape requirements – the illustrative zoning guide will also include a summary of requirements for the following:
 - a. Buffer requirements – Design Types identified in Sec. 71-184.
 - b. Landscaped areas in parking lots identified in Sec. 71-213.
6. One set of comment revisions. Staff will consolidate comments and provide them electronically to Tindale Oliver.

Provisions

1. The services will begin to be provided upon the execution of this Task Work Order.
2. Following Notice to Proceed (NTP), it will take approximately 2.0 months to be completed. This assumes that staff will provide comments within 1 week of receipt of the document.
3. City of Doral staff will provide all background and documentation necessary to perform the requested services.




III. Compensation

The budget table below summarizes the project cost:

Doral - Illustrative Zoning Guide DRAFT BUDGET – July 13, 2018		
Task Description	Total Hours	Cost by Task
TASK 1. PUBLIC INVOLVEMENT	4.00	\$440.00
1.1 Kick-off Discussion	2.00	\$220.00
1.2 Coordination Meeting	2.00	\$220.00
TASK 2. ILLUSTRATIVE CODE SUMMARY	216.00	\$17,763.48
2.1 Draft Book Design	168.00	\$13,441.74
3.2 Final Book Design	48.00	\$4,321.74
Sub-Total	216.00	\$18,203.48
TOTAL		\$18,203.48

The project will be billed monthly based on % complete by task. Each invoice will include a project report. Please sign below to initiate the Consultant's Work.

City of Doral (Client)

Signature:  Date: 7/16/18
 Print Name: JUDSON H. PEREZ, AICP, CFM
 Title: PLANNING & ZONING Director

Tindale Oliver (Consultant)

Signature:  Date: 07/16/2018
 Print Name: William L. Ball
 Title: Chief Operating Officer/Principal