

WORK ORDER No. 4 FOR PROFESSIONAL SERVICES

TO: Kimley-Horn and Associates, Inc.
2 Alhambra Plaza, Suite 500
Coral Gables, FL 33134
(305) 673 2025

DATE: September 12, 2024

The City of Doral authorizes the firm of Kimley-Horn and Associates, Inc. to proceed with the professional Engineering services of a sidewalk feasibility study report along NW 104th Ave from NW 33rd Street to NW 41st Street, where Kimley-Horn is part of the pre-qualified pool of consultants selected according to RFQ 2023-08 requirements and approved by the City Council on March 13, 2024, via resolution No. 24-54. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Agreement between Kimley-Horn and Associates, Inc. and the City of Doral dated June 29, 2024, and the attached proposal submitted on September, 6 2024 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 Kimley-Horn and Associates, Inc., dated September 6, 2024, to provide the services identified for the project entitled NW 104th Ave Sidewalk Feasibility Study from NW 33rd Street to NW 41st Street. The schedule requires the scope of work to be completed within 6 weeks 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 lump sum basis not to exceed the amount of \$ 26,181.62

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: Kimley-Horn and Associates, Inc

WITNESSES:

SEAL:

BY: [Signature]
NAME: Leonte I. Almonte, P.E.
TITLE: Associate

1. [Signature]
2. [Signature]



OWNER: City of Doral

AUTHENTICATION:

BY: [Signature]
NAME: Rey Valdes
TITLE: City Manager

BY: [Signature]
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



September 05, 2024

Ms. Darlin Perez, P.E.
Chief of Engineering
City of Doral
8300 NW 53rd Street – Suite 200. Doral, FL 33166

RE: *Proposal for Professional Engineering Consultant Services for NW 104th Ave Sidewalk Feasibility Assessment from NW 33rd Street to NW 41st Street, City of Doral, Miami-Dade County, Florida*

Dear Ms. Perez:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this letter agreement (“Agreement”) to the City of Doral (“Client”) for providing professional engineering consulting services for the above referenced project. All work under this scope will be in accordance with the terms and conditions of Professional Services Agreement (General Engineering/Architecture Services RFQ 2023-08), between the City of Doral and Kimley-Horn. Our project understanding, scope of services, and fees follow:

PROJECT UNDERSTANDING

Our proposed scope of services and fee proposal is based on the Client’s request for a sidewalk feasibility study to improve pedestrian connectivity from NW 33rd St to NW 41st along NW 104th Ave. The city will retain Kimley-Horn to review existing conditions and determine feasibility and overall opinion of probable cost for the improvements.

SCOPE OF SERVICES

TASK 01 – BASE MAPPING AND EXISTING CONDITION ASSESSMENT

Kimley-Horn will develop a base map (roll plot, 60 scale) on aerial photograph and include the right-of-way lines readily available from MDC GIS data. The base map will be used to perform a field visit along the limits of the study to review the existing condition, possible conflicts with aboveground objects, fences and trees. Kimley-Horn will also obtain existing signal as-built information from Miami-Dade County.

TASK 02 – CONCEPTUAL LAYOUT AND OPINION OF PROBABLE COST

Utilizing the base map and field review conditions obtained in Task 01, Kimley-Horn will develop a conceptual layout of the proposed sidewalk along the west side of NW 104th Ave. The layout will include edge lines (front and back of sidewalk), possible treatments for conflicts with existing trees, curb ramp modifications, crosswalk markings, high-level modifications to signalized intersections. The concept will be shown in one exhibit at 60 scale.

Opinion of Probable Cost: The Consultant will prepare an opinion of probable cost for the proposed improvements based on cost data from FDOT’s Historical Cost Data.



Meetings and/or Conference Calls: As part of the development process, the Consultant will prepare for and attend a maximum of three (3) meetings at the direction of the City. These meetings may consist of meetings and/or conference calls with the City, Miami-Dade County and/or other regulatory agencies

TASK 03 –THE CLIENT’S ADDITIONAL SERVICES

Upon your authorization, we will provide any additional services that may be required beyond those described in Task 01 and Task 02. These services may include the following:

- Additional site visits and meetings
- Additional coordination with the Client
- Additional conceptual layouts
- Topographic and right-of-way Survey
- Design and Post Design Services for improvements
- Changes required as a result of major change from scope of services described above
- Any work related to grants of easement or right of way acquisition
- Services not specifically included within “Scope of Services”

SCHEDULE

Upon receipt of notice to proceed, we will provide our services as expeditiously as practicable to meet a mutually agreed upon schedule not to exceed 6 weeks.

FEE AND BILLING

Kimley-Horn will accomplish the services outlined in Task 01 on a labor fee plus expense basis with estimated labor fee shown below. Labor fee will be billed on an hourly basis according to the standard hourly rate agreed between Kimley-Horn and the Client. Direct expenses, if required, will be billed at 1.15 of the cost. Expenses are in addition to the labor amount. Fees and expenses will be invoiced monthly based upon actual services performed and expenses incurred as of the invoice date. Billing will be due and payable within twenty-five (25) days of receipt of invoice.

Estimated Hourly Fees

Task	Description	Labor Fee
01	Base Mapping and Existing Condition Assessment.....	\$12,578.32
02	Conceptual Layout and Opinion of Probable Cost	\$13,603.30
	Total Labor.....	\$26,181.62

Kimley-Horn will not exceed the total maximum labor fee shown above without authorization from the Client. Individual task amounts are informational only.

03 Additional Services.....as Required
Task 03 Required Authorization

Darlin Perez (PW) 

Client Signature Required above



CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions of the Professional Services Agreement (General Engineering/Architecture Services RFQ 2023-08), between the City of Doral and Kimley-Horn, which is hereby incorporated by reference. If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy and return the other to us. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate the opportunity to provide these services to you. Please don't hesitate to contact Gabriela Ramirez or myself at (305) 673-2025 if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Leonte I. Almonte", with a long horizontal flourish extending to the right.

By: Leonte I. Almonte, PE

Associate

A handwritten signature in blue ink, appearing to read "Gabriela P. Ramirez", written in a cursive style.

Gabriela P. Ramirez, P.E.

Project Manager

**FEE QUOTATION PROPOSAL FOR SIDEWALK FEASIBILITY STUDY NW 104TH AVENUE
FROM NW 33RD STREET AVENUE TO NW 41TH STREET**

Consultant's Name: Kimley-Horn and Associates, Inc.
ENGINEERING PLANNING SERVICES

Prepared by: Gabriela Ramirez, PE
Date: 9/11/2024

STAFF HOURS

	Activity	Principal Engineer	Project Manager	Sr. Engineer	Project Engineer	Engineering Technician	CADD Tech.	Clerical	Staff Hours by Activity	Salary Cost for Activity
1	Project setup + Kick OFF meeting		3		4			4	11	\$1,949.32
2	Plan view prep (aerials + GIS RW + edge of pavement)		1	2	8	10			21	\$3,757.40
3	Field Visit - 2 people 1 day		6	8		24			38	\$6,871.60
4	Exhibits - roll plot 100 scale		6	4	10	16			36	\$6,777.30
5	OPC		4	2		12			18	\$3,216.80
6	QC, Coordination, Supervision		14						14	\$3,609.20
	TOTAL HOURS	0	34	16	22	62	0	4	138	\$26,181.62
	Rates	\$293.76	\$257.80	\$238.40	\$199.85	\$142.40	\$125.15	\$94.13		
	Totals S-H and Cost	\$0.00	\$8,765.20	\$3,814.40	\$4,396.70	\$8,828.80	\$0.00	\$376.52	\$26,181.62	\$189.72

TOTAL CONTRACT COST COMPUTATIONS

Total Activity Salary Costs	\$26,181.62
Subtotal (Salary Related Cost)	\$26,181.62
Expenses & Optional Services	
(a) Printing & Reproduction	\$ -
(b) Public Involvement (5%)	\$ -

TOTAL Kimley-Horn \$26,181.62

RESOLUTION No. 24-54

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO PROFESSIONAL SERVICES AGREEMENTS WITH ADA ENGINEERING INC., AECOM TECHNICAL SYSTEMS, ARDURRA GROUP, INC., BCC ENGINEERING, CHA CONSULTING, EXP U.S. SERVICES INC., GANNETT FLEMING, KIMLEY-HORN, MARLIN ENGINEERING, INC., STANTEC CONSULTING SERVICES INC., AND THE CORRADINO GROUP, INC.; FOR THE PROVISION OF PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES; FOR A PERIOD OF THREE (3) YEARS AND AN OPTION TO RENEW FOR AN ADDITIONAL ONE (1) YEAR PERIOD; AUTHORIZING THE CITY MANAGER TO EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in response to RFQ #2023-08 titled “Professional General Engineering and Architectural Services”, the City of Doral received Nineteen (19) submittals by November 6, 2023. 10:00 a.m. deadline; and

WHEREAS, seventeen (17) of the nineteen (19) submittals were deemed responsive; and

WHEREAS, an Evaluation Committee was established to convene in order to rank the proposals and Evaluation Committee recommended to negotiate and award contracts to the top eleven (11) ranked firms; and

WHEREAS, the selected firms will be used to create a “pool” of pre-qualified consultants to provide professional general engineering and architectural services thereby reducing the costly and time-consuming process of individual solicitations; and

WHEREAS, this expedited process would follow the City of Doral Procurement Code whereby any work in excess of the stated minimum thresholds will be brought before the City Council for approval; and

WHEREAS, funding for the tasks assigned under these contracts will be budgeted each fiscal year; and

WHEREAS, the City Manager respectfully recommends that the Mayor and the City Council authorize the City Manager to enter into professional service agreements with the following eleven (11) firms: ADA Engineering Inc., AECOM Technical Systems, Ardurra Group, Inc., BCC Engineering, CHA Consulting, EXP U.S. Services Inc., Gannett Fleming, Kimley-Horn, iuuunjbw Marlin Engineering, Inc., STANTEC Consulting Services Inc., and The Corradino Group for the provision of professional engineering and architectural services, for a period of three (3) year with an option to renew for an additional one (1) year period.

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 confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval of Rankings. The City Council hereby approves the award of the RFQ to the eleven (11) top-ranked firms, identified in the attached Exhibit "A".

Section 3. Authorization. The City Manager is authorized to enter into Professional Services Agreements with the awarded firms and expend budgeted funds for professional services associated therewith.

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 Vice Mayor Puig-Corve who moved its adoption. The motion was seconded by Councilmember Porras and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	Yes
Vice Mayor Oscar Puig-Corve	Yes
Councilwoman Digna Cabral	Yes
Councilman Rafael Pineyro	Yes
Councilwoman Maureen Porras	Yes

PASSED AND ADOPTED this 13 day of March, 2024.

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:

GREENSPOON MARDER, LLP
INTERIM CITY ATTORNEY

EXHIBIT “A”



Memorandum

Date: March 13, 2024

To: Honorable Mayor and Councilmembers

Via: Kathie Brooks
Interim City Manager

From: Carlos Arroyo
Public Works Director

Subject: **Recommendation to Award to Top Ranked Firms for RFQ No. 2023-08 for General Engineering and Architectural Services**

Introduction:

This memorandum serves as a request for authorization for the City Manager to enter into agreements with the eleven (11) top-ranked firms for RFQ 2023-08 to provide engineering and architectural services for various City projects.

Background:

The City has historically established a General Engineering Consultant (GEC) pool for the purpose of assisting the City with a multitude of projects in different disciplines. The consultants are chosen through the Request for Qualifications (RFQ) process in order to select the most qualified teams that are capable of performing the services needed by the City and its different departments (Public Works, Planning & Zoning, Parks & Recreation, Police, and/or the Building Department).

These professional services range from planning and design of new roadway connections, traffic congestion analysis, citywide master plans, land use planning, economic studies, parking studies, zoning analysis, stormwater system design, construction management, inspections, plans review, and building/architecture services to name a few. The City is able to save time by having these types of contracts in place without having to go through a traditional procurement process each time professional services are required.

The existing GEC pool of consultants was advertised through the Request for Qualifications process RFQ 2020-22 and was awarded to the top ten (10) ranked firms via Resolution No. 20-243 (approved 5-0). The current contracts were set to expire on January 4, 2024, and were extended at the December 2023 Council Meeting for an additional three (3) month period while the new procurement process was completed. The three (3) month extension was approved via Resolution No. 23-224 (approved 5-0).

It should be noted that the pool of consultants is managed through Work Orders using equitable distribution. Efforts are made to ensure all firms receive an equal amount of work based on their expertise and performance. By distributing work using equitable distribution, the City maintains the proper response time and interest from the consultants.

Procurement:

On October 5, 2023, the City of Doral issued “Request for Qualifications No. 2023-08 General Engineering and Architectural Services” (the “RFQ”) inviting all qualified and experienced firms to submit proposals for engineering and architectural services. Notices were posted on the City’s website, VendorRegistry.com, and Demandstar.com, with electronic broadcast to over 1700 vendors, including the incumbent firms. The Department of Procurement and Asset Management (“Procurement”) addressed all questions of a material nature via addenda. Three addenda were posted on October 11, 2023, October 23, 2023, and October 30, 2023, respectively.

On November 6, 2023, the City received and opened timely proposals from nineteen (19) respondents. Procurement conducted an administrative review of the submissions and determined that 17 of the 19 proposals were responsive.

An Evaluation Committee was established and comprised of five (5) individuals, including Mrs. Rita Carbonell, Assistant Director of Public Works, Mr. Julian Perez, Community Development & Planning and Zoning Director, Mr. Lazaro Quintero, Capital Improvements Division Chief, Mrs. Darlin Perez, Public Works Chief of Engineering, and Mr. Julio Amoedo, Public Works Chief of Construction. Prior to the publicly held evaluation meeting, each evaluation committee member was provided with a copy of the RFQ along with electronic copies of the proposals received so that they may conduct independent review of the responses and assign points based on the evaluation criteria set forth in the RFQ.

On December 18, 2023, at a publicly advertised meeting, the Evaluation Committee provided their input and submitted their scoring of the proposals. After ranking the proposals, the Evaluation Committee recommended to the City Manager that a Negotiations Committee be convened to negotiate with, and award to, the eleven (11) top-ranked firms. Attached are the results from the evaluation committee’s review of proposals ranked in accordance with the RFQ requirements.

Rank	Firm	Score
1	Gannett Fleming	489
2	BCC Engineering, LLC	487
3	Stantec Consulting Services	480
4	CHA Consulting	477
5	ADA Engineering Inc.	477
6	Kimley-Horn	475
7	Marlin Engineering	474
8	The Corradino Group, Inc.	467
9	AECOM Technical Services	464
10	EXP US Services Inc.	463
11	Ardurra Group Inc.	462

The negotiations committee, which was comprised of the three (3) Public Works Department staff within the Evaluation Committee, publicly negotiated the respective contracts in accordance with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes.

Fiscal Impact:

The fiscal impact associated with this request is currently unknown and will vary based on the amount of work provided to the consultants. The current pool of consultants' total expenses throughout the duration of the three (3) year contract was approximately \$3,567,000.

Recommendation

The City's Staff respectfully requests that the Mayor and City Councilmembers award RFQ 2023-08 to the eleven (11) top-ranked firms and authorize the City Manager to enter into professional services agreements with each of them in substantially the attached form, for a period of three (3) years, with provisions to renew for one (1) additional year. The execution of professional services agreements does not commit the City to any amount of fees nor guarantees any work. Any work orders in excess of the City's allowable minimum funding amount during the term of the contract will be brought before the City Council for approval.