

WORK ORDER FOR PROFESSIONAL SERVICES

TO: Iler Planning Inc
1688 Meridian Avenue
Suite 720
Miami Beach, Florida 33139

DATE: January 7, 2021

The City of Doral authorizes the firm of Iler Planning Inc to provide professional planning services for the provision of site plan and building permit reviews for compliance with the City's Land Development Code (LDC). Iler Planning Inc is a prequalified provider of professional planning services selected in accordance with Consultant Competitive Negotiation Act (CCNA) requirements and approved by the City Council in March 2017 via Resolution No. 17-48. The Professional Services Agreement between Iler Planning Inc and the City of Doral was approved on May 24, 2017 for an initial term of three (3) years with an expiration date of March 30, 2020. Pursuant to Section 2.1 of the Professional Services Agreement, the City Manager on March 27, 2020, authorized an extension of the contract for an additional period of two (2) years through March 30, 2022. The work should be performed in accordance with the contract provisions contained in the Professional Services Agreement and the attached proposal entitled "Site Plan and Building Permit Review Project" submitted by your firm.

SCOPE OF SERVICES AND SCHEDULE:

The scope of the project will be as described in the attached proposal from Iler Planning Inc dated January 8, 2021 to provide site plan and building permit reviews. The schedule requires the work to be performed on an as-needed basis from the Notice to Proceed (NTP). 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 materials basis with a not to exceed amount of \$14,900.00.


You are required by the Continuing 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 Continuing 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 Continuing Professional Services Agreement, the provisions of this specific Work Order shall prevail and apply. This Work Order is not binding until the City of Doral agrees and approves this Work Order.

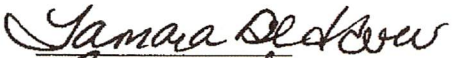

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first above written, in three (3) counterparts, each of which shall, without proof or accounting for the other counterpart be deemed an original Contract.


(signature page follows)

CONSULTANT: Iler Planning, Inc.


BY: 
NAME: Henry Iler
TITLE: President/Principal

WITNESSES:

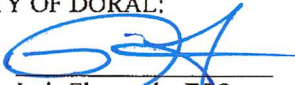
1. 
2. 

OWNER: City of Doral
BY: 
NAME: Albert P. Childress
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: Luis Figueredo, ESQ.
TITLE: City Attorney

City of Doral
Site Plan and Building Permit Review Project
Scope of Services

Prepared by: Henry Iler, AICP
Iler Planning Inc.
January 8, 2021

Introduction

This scope of services is in response to a request from the City for Iler Planning (Consultant) to provide site plan and building permit review for compliance with the Doral Land Development Code on an 'as needed basis' in the 2021 Fiscal Year. The site plans to be reviewed by the Consultant are expected to be simple and straightforward plans. The building permit review will consist of assessing compliance with the approved site plan and zoning regulations applicable to the site. It is anticipated the building permits to be reviewed will be simple requests like single-family home room additions, pavers, fences and pools.

Review Hours

It is anticipated the Consultant will not exceed eight (8) hours for individual site plan reviews and five (5) hours for each building permit review.

Review Process and Conditions

All work on this project will be done remotely by the consultant via virtual meetings, phone calls and emails. City will send digital of each site plan and building permit to the consultant along with a date when the review comments are due. Consultant may discuss the due date with staff and request a revised date if needed.

For building permit reviews, the City will provide digital copies of the approved site plan associated with the permit and the permit plans themselves. City will also provide any background plans for the area where the site plan or permit is located, and any prior zoning and/or site plan approval history for the site. For the 1st review of each type, staff will send the Consultant a sample of a recent review done by City staff so a similar format can be used.

Fee

The consultant's work on this project will be invoiced at the rate of \$125 per hour plus reproduction costs. The total cost of this scope will not exceed \$14,900. City agrees Consultant invoices will be processed for payment within 30 days of receipt.

Timeframe

The project will extend from the date of the notice-to-proceed (NTP) to September 30, 2021.

RESOLUTION No. 20-101

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE CITY MANAGER TO AMEND THE PLANNING AND ZONING GENERAL SERVICE AGREEMENTS TO RAISE THE MAXIMUM YEARLY EXPENDITURE AMOUNT TO NOT EXCEED ANNUAL BUDGETED FUNDS VIA RESOLUTION No. 17-48 (GENERAL SERVICES), RESOLUTION No. 17-97 (ILER PLANNING) AND RESOLUTION No. 17-98 (TINDALE OLIVER AND ASSOCIATES); AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDED AGREEMENTS ON BEHALF OF THE CITY IN FURTHERANCE HEREOF; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on December 19, 2016, the City of Doral (the "City") issued a Request for Proposal #2016-46, "General Planning and Zoning Services" (the "RFP") for the purposes of consulting services to supplement the Planning and Zoning Department, which was advertised on the City's Website and DemandStar; and

WHEREAS, On February 22, 2017, the City of Doral held a public meeting to evaluate submittals for RFP #2016-46 titled, "General Planning and Zoning Consulting Services"; and

WHEREAS, On March 22, 2017, the City of Doral awarded a Request for Proposals #2016-46, "General Planning and Zoning Services," to Iler Planning and Tindale Oliver and Associates, to provide consulting services for a period of three years and an option to extend for an additional two years under Resolution No.17-48; and

WHEREAS, On May 24, 2017, the City of Doral approved an agreement with Iler Planning for Professional Planning Services under Resolution No. 17-97; and

WHEREAS, On May 24, 2017, the City of Doral approved an agreement with Tindale Oliver and Associates for Professional Planning Services under Resolution No. 17-98; and

WHEREAS, On March 30, 2020, the City decided to extend Resolution No. 17-48, per contract terms, providing for an additional two years of services; and

WHEREAS, the purpose of this resolution is to raise the maximum yearly expenditure amount to not exceed yearly budgeted funds available for "General Planning and Zoning Services"; and

WHEREAS, staff respectfully requests that the Mayor and the City Council approval of this revision to the previous resolutions and contractual agreements; and

WHEREAS, funds for these services must be available in appropriate accounts of the Planning and Zoning Department's budget at the time of contract and adhere to all other procurement practices; and

NOW, THEREFORE, BE IT RESOLVED BY 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. The modified agreements with Iler Planning and Tindale Oliver and Associates are hereby approved.

Section 3. Authorization. The City Manager is authorized to enter into this modified agreement, for the remaining term of the contracts and extension periods to hire the consultants for "General Planning and Zoning Services" to be able to expend budgeted funds and raise the maximum yearly amount not to exceed the total yearly budgeted funds.

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 Mariaca who moved its adoption.

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

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Christi Fraga	Yes
Councilwoman Digna Cabral	Yes
Councilman Pete Cabrera	Yes
Councilwoman Claudia Mariaca	Yes

PASSED AND ADOPTED this 10 day of June, 2020.



JUAN CARLOS BERMUDEZ, 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:



LUIS FIGUEREDO, ESQ.
CITY ATTORNEY