


## WORK ORDER FOR PROFESSIONAL SERVICES

TO: Iler Planning Inc.  
200 South Biscayne Blvd.   
Suite 2790  
Miami, FL 33131

DATE: May 27, 2020

The City of Doral authorizes the firm of Iler Planning Inc to provide professional planning services for the preparation of the 2020 Capital Improvement Element update. Iler Planning Inc. is a prequalified provider of professional planning services approved by the Mayor and the City Council on March 22, 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 30, 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 "2020 Doral Capital Improvements Element Update" 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 Iler Planning Inc. received on May 22, 2020. The scope includes the preparation of the Comprehensive Plan "Capital Improvement Element Annual Update". The schedule requires the work to be performed within four (4) months from 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 approved by the Mayor and City Council on 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.



*(Signature page follows)*

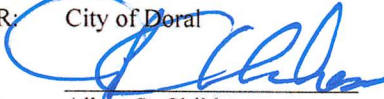
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first above written, in three (3) counterparts, each of which shall, without proof or accounting for the other counterpart be deemed an original Contract.

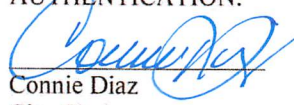
CONSULTANT: Iler Planning Inc

BY:   
NAME: HENRY ILEX  
TITLE: President

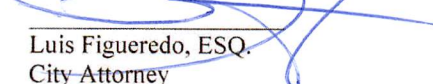
WITNESSES: SEAL:

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

# 2020 Doral Capital Improvements Element Update

## Scope of Services

Prepared by: Henry Iler, AICP  
Iler Planning Inc.  
5-22-20

In coordination with staff, Consultant (Iler Planning) will prepare the annual update to the Capital Improvements Element (CIE) of the City's Comprehensive Plan for 2020. The timeframe of the updated Schedule of Capital Improvements (SCI) will be FY 2020-21 thru FY 2024-25. The adopted 2019 CIE will be used as a starting point for this project.

**Task 1: Data Update.** Consultant will prepare update packages for each of the following sections of the 2020 CIE:

- \* Population
- \* Transportation
- \* Stormwater
- \* Parks and Recreation
- \* Schools
- \* Five-Year SCI.

The information to be updated including text, maps, tables and charts. The packages will be sent to City staff and the MDC School Board. The Consultant will meet with staff, as necessary, to discuss the updating procedure and any issues.

**Task 2: Draft of Updated CIE.** Upon the updated information from Task 1 is received, Consultant will prepare the initial draft of the CIE document and submit to City staff for review and comment. Consultant will meet with staff, as necessary, to discuss the draft document, comments and any remaining updating needs.

**Task 3: Final 2020 CIE Document.** Consultant will revise the initial draft and prepare the final 2020 CIE document for public hearing.

**Task 4: City Council Approval.** Consultant will attend one (1) LPA/City Council meeting (same day) where the 2020 CIE is considered.

**Fee:** \$14,900. This fixed fee will be invoiced by the Consultant periodically based on work progress. The fee breakdown by task is provided below.

Task 1: \$2,000

Task 2: \$8,500

Task 3: \$2,400

Task 4: \$2,000

Total: \$14,900

**Deliverables and Responsibilities:** City is responsible for preparation of all legal documents, public notices and staff reports. One (1) hard copy and one (1) digital copy of the Consultant deliverables in Tasks 2 and 3 will be provided.

**Schedule:**

Task 1: 15 days from Notice-to-Proceed (NTP)

Task 2: 60 days from NTP.

Task 3: 90 days from NTP.

Task 4: 120 days from NTP.



Mr. Albert M. Childress  
City Manager

March 27, 2020  
Henry Iller  
Iller Planning  
200 S. Biscayne Boulevard #2790  
Miami, FL 33131

Ref: Extension of Contract RFP 2016-46 General Planning On Call Consulting Services for the City of Doral

The City of Doral invites your company to extend our contract for the above services for an additional two years as allowed by contract. This will extend the contract through March 30, 2022 per Resolution No. 17-48 and 17-97. The terms of the original contract, amendments, and revisions shall remain in full force and effect. Pricing shall also remain fixed for the duration of this term. The new expiration date is March 30<sup>th</sup>, 2022.

Kindly sign this notice with your acceptance and return at your earliest convenience.

The City wishes to thank you and your team for the services you have provided and we look forward to continue working with your firm.

Should you have any questions, please do not hesitate to contact me.

Respectfully,

Mr. Albert M. Childress  
City Manager

Accepted: Iller Planning

  
Henry Iller, Principal

Date: 3-30-2020

**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:

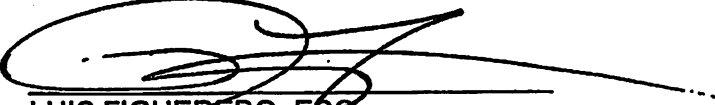
|                              |     |
|------------------------------|-----|
| Mayor Juan Carlos Bermudez   | Yes |
| Vice Mayor Christi Fraga     | Yes |
| Councilwoman Digna Cabral    | Yes |
| Councilman Pete Cabrera      | Yes |
| Councilwoman Claudia Mariaca | Yes |

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