

WORK ORDER No. 4 FOR PROFESSIONAL SERVICES

TO: Wantman Group, Inc.
11401 SW 40 ST
Miami, FL
(786) 228-5666

DATE: November 20, 2019

The City of Doral authorizes the firm of Wantman Group, Inc. to proceed with the provision of professional services for the development of the City's Parking Ordinance. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Agreement between Wantman Group, Inc and the City of Doral dated February 16, 2018, and the attached Proposal 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 dated November 15, 2019 from Wantman Group, Inc. The schedule requires the draft ordinance to be completed 120 days after the issuance 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 with a not to exceed amount of \$14,070.00.

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 February 16, 2018 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. 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.

CONSULTANT: Wantman Group, Inc

BY: [Signature]
NAME: Mario Echagarrua, P.E.
TITLE: Exec. Vice President / COO

WITNESSES: SEAL:

- 1. [Signature]
- 2. [Signature]



OWNER: City of Doral
BY: [Signature]
NAME: Albert P. Childress
TITLE: Acting City Manager

AUTHENTICATION:
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: Luis Figueredo, ESQ.
TITLE: City Attorney



November 15, 2019

Mr. Eugene Collings, PE
City Engineer
City of Doral, Public Works Administration
Government Center
8401 NW 53rd Terrace
Doral, FL 33166

eugene.collings@cityofdoral.com

**RE: City of Doral, FL - New Ordinances for Parking Management
Plan (Continuing Professional Services Agreement)
WGI Proposal # P3-19-608**

Dear Mr. Collings:

WGI is pleased to submit this letter proposal to perform parking consulting services as a Task Work Order under the existing Continuing Professional Services Agreement as described above for the City of Doral, FL.

We propose to perform our services based on the proposed "Scope of Services" on a time and materials fee basis for a not-to-exceed amount of **\$14,070** including expenses.

Proposed Scope of Services

Project Understanding

The City of Doral (**City**) adopted the results of the Citywide Parking Study during the October 8, 2019 City Council meeting. The study will serve as a blueprint to implement short-term, mid-term, and long-term projects and policies to maximize the use of public parking to meet current and future parking demand. The short-term recommendations include the creation of a parking management administration to provide access and mobility to meet the growing needs of the City's successful development and redevelopment efforts. The City's current code of ordinances must be updated to reflect the creation of a parking administration including smart parking practices for pay parking, enforcement, residential permit parking, valet parking, and various other programs affecting public parking.

The City would like to engage **WGI's** services to assist in developing the necessary documents to review and revise the current code of ordinances to establish a parking administration. WGI has the background and experience of implementing municipal parking programs that are managed internally, externally, or a combination of both. Creating ordinances that cover contract staff acting on behalf of the City is critical to the integrity of the program.

Based upon our understanding of the project requirements, WGI will assist in the following core areas:

1. Review existing ordinances that may relate to parking;
2. Meet with the Public Works Department to determine the structure of the proposed program (internal, external, or a hybrid);

3. Engage with City Code Compliance, Doral Police Department, and City Legal Department to review existing parking related concerns;
4. Communicate with Miami-Dade County / Parking Violations Bureau to review the citation management process as it relates to the City of Doral;
5. Review peer city ordinances associated with managed parking;
6. Prepare DRAFT ordinance language;
7. Solicit guidance and input from City Legal Counsel;
8. Participate in City Council review and adoption process.

Breakdown of Fees

Ordinance Language	Tracey Bruch Project Manager	Jon Forster Sr Engineer	Clerical	Total Fee
Hourly Rates	\$160	\$146	\$55	
Review Existing Parking Related Ordinances	12	0	6	\$2,250
Research from MDC - Parking Violations Bureau / Sample Peer Cities	10	12	0	\$3,352
Review Language from peer City ordinances	22	8	6	\$5,018
Discussion with City Legal Counsel & other City Dept's	4	0	0	\$640
Ordinance Review with City / Revisions	8	0	6	\$1,610
Total Hours - Fee	56	20	18	\$12,870
<i>Travel Expenses</i>				\$1,200
Total Lump Sum Fee	\$8,960	\$2,920	\$990	\$14,070

Additional Services

Additional services outside the Scope of Services listed above, when requested and authorized in writing, will be billed at the Continuing Professional Services Final Agreement rates and work will be conducted in accordance with said Agreement.

Sincerely,
WANTMAN GROUP, INC.



Andres Garganta, PE
Vice President



Tracey Bruch, CAPP
Parking Planning Project Manager