

**WORK ORDER No. 1 FOR PROFESSIONAL SERVICES**

TO: 300 Engineering Group, P.A.  
2222 Ponce De Leon Blvd, Suite 300  
Coral Gables, Florida 33132  
(305) 602-4602

DATE: January 20, 2021

The City of Doral authorizes the firm of 300 Engineering Group, P.A. to provide professional engineering design services for the provision of the required Conditional Letter of Map Revision (CLOMR) for Doral Central Park. Where 300 Engineering Group, P.A. is a prequalified provider of professional engineering services selected in accordance with Consultant Competitive Negotiation Act (CCNA) requirements and approved by the City Council in October 2020 through Resolution 20-243. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Agreement between 300 Engineering Group, P.A. and the City of Doral dated January 4, 2021, and the attached Proposal dated January 20, 2021 and 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 300 Engineering Group, P.A. dated January 20, 2021 for the CLOMR for Doral Central Park. The schedule requires the scope of work to be completed within 3 months of 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 material basis not to exceed the amount of \$12,680.00.

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 January 1, 2020 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. 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.

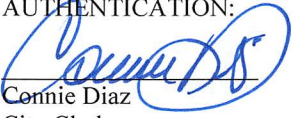
CONSULTANT: 300 Engineering Group, P.A.

WITNESSES: SEAL:


BY:   
NAME: Rodolfo E Remon, MS, ENV SP  
TITLE: Vice President - Principal

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**

**RFQ No. 2020-22**

**Task # 1**

**"Conditional Letter of Map Revision for Doral Central Park Project"**

**SCOPE OF WORK**

**Draft**

January 20, 2021

**City of Doral**

Public Works Department

8401 NW 53 Terrace

Doral, FL 33166

Attn: Mr. Eugene Collings, PE, PSM, DBIA, PMP, CFM  
Assistant Director/Chief of Engineering



Prepared by:

**300 Engineering Group, P.A.**  
2222 Ponce de Leon BLVD, Suite 300  
Coral Gables, FL 33134  
305-763-9829



## Table of Contents

INTRODUCTION .....	1
DESCRIPTION OF SERVICES.....	1
100 Project Management.....	1
200 Data Collection .....	2
300 CLOMR Application .....	2
SCHEDULE .....	2
COMPENSATION.....	2
ASSUMPTIONS.....	2

# City of Doral

## RFQ No. 2020-22

### Task #1

## "Conditional Letter of Map Revision for Doral Central Park Project"

### SCOPE OF WORK

#### INTRODUCTION

300 Engineering Group, P.A. (300) has entered into a professional service agreement with the City of Doral (City) to provide engineering services under the RFQ No. 2020-22. The following task is proposed under this scope of work:

- Task # 1 – "Conditional Letter of Map Revision for Doral Central Park Project"

#### DESCRIPTION OF SERVICES

The City of Doral (City) owns, maintains, and operates Doral Central Park, an 82-acre facility and the largest in the City. The address is 3000 NW 87<sup>th</sup> Avenue, Doral, FL 33172. Over several phases, the City will develop this park to add water facilities such as an Olympic pool followed recreational facilities to turn this prime property into a multipurpose, all season icon of the City of Doral.

To finalize the design and permitting processes, the City needs a Conditional Letter of Map Revision (CLOMR) from the Federal Emergency Management Agency (FEMA) to remove the Special Flood Hazard Area designation to permit the construction of various facilities as well as the elimination of the flood insurance requirement. The City has requested engineering to provide engineering services to apply and obtain the CLOMR.

Task # 1 – "Conditional Letter of Map Revision for Doral Central Park" has been divided into the following subtasks:

Subtask	Description
100	Project Management
200	Data Collection/Review
300	CLOMR Application

#### 100 Project Management

300 Engineering will be responsible for coordinating efforts involved in the submission of the CLOMR to FEMA, including the collection of the necessary documents required to support the application.

300 Engineering is further responsible for ensuring that the submission to FEMA is performed to the highest standards of quality by thoroughly reviewing all components of the application package prior to transmittal to FEMA, in accordance with 300 Engineering QA/QC Process.

## **200 Data Collection**

300 Engineering will utilize Tetra Tech, Inc (Tetra Tech) for assistance on this subtask. 300 Engineering will collect and review all documents needed in support of the application for a CLOMR such as the Topographic Survey, the H&H Master Plan Update, the proposed project plans and the proposed drainage calculations and model. Please refer to Appendix B for Tetra Tech's fee proposal.

## **300 CLOMR Application**

300 Engineering will utilize Tetra Tech, Inc (Tetra Tech) for assistance on this subtask. 300 Engineering The items mentioned above will be compiled with GIS figures, soil maps, base flood elevation maps to create a CLOMR application package for transmittal to FEMA. A virtual meeting will be schedule prior to submission to discuss the application package with the City. Please refer to Attachment B for Tetra Tech's fee proposal.

### **Deliverables**

CLOMR Application Package

## **SCHEDULE**

Project schedule is anticipated as shown below:

- Data Collection (1 Week Duration)
- CLOMR Application (2 Weeks Duration)

## **COMPENSATION**

Services will be provided in the amount of \$12,680.00 will be compensated on a lump sum basis. Please refer to Attachment A for a detailed fee proposal.

Task deliverables will be as detailed in the proposed Scope of Work and as approved by the City. Invoicing will be submitted along with the Monthly Status Report on a monthly basis.

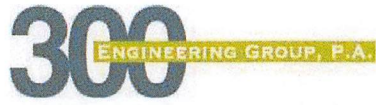
## **ASSUMPTIONS**

This Scope of Work and deliverables are based on the following assumptions:

- General exclusions:
  - Surveying services.
  - Hydrologic and hydraulic modeling.
  - Environmental assessments.
  - Permit and review procedures beyond those itemized above.
  - Responses to requests for additional information from FEMA during their review of application.
    - Determining a price for responding to FEMA's RAIs is difficult due to the

unpredictable nature of what they may request.

- Any noticing requirements from FEMA for abutting property owners.
- Normal reimbursables including printing, copying, deliveries/mail, mileage, etc. beyond those included in Task 3 above.
- Any service or product not specifically described above.
- Requested information being made available by the City.
- City staff will be available to conduct meetings and site visit, as necessary.
- Permit and review fees, impact fees, taxes, etc. will be paid by the City.
- 300 Engineering will not address any comments from FEMA arising from documents supplied by the City and prepared by other consultants. Close coordination will be needed with respective authors of supplied documents.
- Current FEMA FIRMs are dated September 11, 2009 with an elevation of 6 ft NGVD for the project in question. 300 Engineering will not be responsible for harmonizing variations of information between the FIRMs and the City's Master Plan and H&H Model. The City's Master Plan is dated 2006 and is not reflected in the FIRMs.
- FEMA is expected to issue a Map Change in March of 2021
- In consideration of this Task Authorization, access to data and information sources is made available to 300 Engineering. 300 Engineering shall comply fully with all security procedures and shall not divulge to third parties all confidential Data Information obtained from the City of Doral while performing consulting engineering work, including, but not limited to, security procedures, business operations information or proprietary information in the possession of the City of Doral. 300 Engineering shall not be required to keep confidential information or material that is publicly available through no fault of 300 Engineering, material that 300 Engineering developed independently without relying on the state's or Customer's confidential information, or material that is otherwise obtainable under State Law as a public record.



## **APPENDIX "A"**

### **300 Engineering Proposed Fee Schedule**



City of Doral  
 RFQ 2020-22 - Professional Engineering & Architectural Services  
 Task #1  
 Conditional Letter of Map Revision (CLOMR) for Doral Central Park Project  
 Proposed Fee Schedule  
 Appendix A

							Budget		
		Principal	Project Manager	Senior Engineer	Project Engineer	Total Hours	Labor	Subtotal	
Rate, \$/Hr		\$200.00 *	\$180.00	\$160.00	\$125.00				
Task									
100	Project Management	2	10	0	0	12	\$2,200.00	\$2,200.00	
200	Data Collection		4			4	\$720.00	\$720.00	
300	CLOMR Application		2			2	\$360.00	\$360.00	
	<b>Total (Hours)</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>\$3,280.00</b>	<b>\$3,280.00</b>	
	<b>Sub-Total Labor Fee</b>						<b>\$3,280.00</b>	<b>\$3,280.00</b>	
	<b>Subconsultant Tetra Tech</b>							<b>\$8,400.00</b>	
	<b>ODC's (Mileage, Reproduction &amp; Reimbursable) (See Appendix B)</b>							<b>\$1,000.00</b>	
	<b>Sub-Total Labor Fee/ODC</b>							<b>\$12,680.00</b>	
	<b>Total Project Cost (Labor/ODC)</b>							<b>\$12,680.00</b>	
	<b>% Utilization</b>	<b>11.11%</b>	<b>88.89%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>100.00%</b>			
	<b>Total (\$)</b>	<b>\$400.00</b>	<b>\$2,880.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$12,680.00</b>	



**APPENDIX "B"**  
**Tetra Tech Proposed Fee Schedule**



January 19, 2021

Mr. Rodolfo E. Remon, MS, ENV SP  
Vice President - Principal  
300 Engineering Group, P.A.  
2222 Ponce de Leon Boulevard, Suite 300  
Coral Gables, Florida 33134

**Subject: City of Doral – Professional Engineering & Architectural Services (RFQ No. 2022-020)  
Doral Central Park – Conditional Letter of Map Revision (CLOMR)  
Engineering Services Fee Proposal**

Dear Mr. Remon:

Tetra Tech, Inc. is pleased to deliver this proposal to provide the services identified below for the project entitled “**Doral Central Park – Conditional Letter of Map Revision (CLOMR)**”, pursuant to 300 Engineering Group’s Continuing Professional Services with the City of Doral (City) for Professional Architectural & Engineering Services (RFQ No. 2020-022), dated December 16, 2020.

### I. GENERAL

Doral Central Park is nearing completion of design and permitting for Phase 1 renovation. At the request of the City Floodplain Manager, an approved Conditional Letter of Map Revision (CLOMR) is needed from the Federal Emergency Management Agency (FEMA) for City-owned property at 3000 NW 87<sup>th</sup> Avenue (Folios 35-3028-020-0010, and -0020), highlighted in **Figure 1**. The City contacted the 300 Engineering Group team to deliver a proposal outlining the scope and fee necessary to obtain the approval notice and provided copies of a recent topographic survey, design drawings, and a Stormwater Master Plan with a Hydrologic and Hydraulic (H&H) Model Update.

**Figure 1.** General Project Limits – Doral Central Park



The purpose of the CLOMR will be to remove the Special Flood Hazard Area (SFHA) to allow facilities to be constructed on the property and to remove the requirement of flood insurance. The City intends to use the proposed recreational center as an Emergency Operating Center and temporary home for City staff and their families during catastrophic events.

The following sections detail the anticipated activities to be performed by Tetra Tech to prepare one submittal package to FEMA and includes minimal coordination to obtain the approval.

## II. SCOPE OF WORK

Below are descriptions of the tasks necessary to complete the project, given the Assumptions in **Section IV**.

### Task 1. Data Collection / Review

Tetra Tech will review the Stormwater Master Plan, Hydrologic and Hydraulic (H&H) Model Update, design drawings, and drainage calculations provided by the City for supporting information to include in the application package to FEMA.

### Task 2. CLOMR Application

Tetra Tech will assemble the checklist items for the CLOMR application, including GIS figures which include the following: existing and proposed Base Flood Elevations (BFEs) for the project site. The other figures, such as topographic, soils, and land use will be provided by the City. Tetra Tech will submit the CLOMR application to FEMA. One virtual meeting for coordination and review of the submittal is included.

Deliverables:

- CLOMR application, complete with supporting documentation

### Task 3. Reimbursable Expenses

Tetra Tech will prepare hardcopy submittals as needed for delivery to FEMA. Reimbursable expenses will be submitted for payment.

## III. COMPENSATION AND DRAFT SCHEDULE

Tetra Tech will perform the Tasks detailed in this Proposal for a lump sum fee of \$9,025.00. A breakdown of the fee is as follows:

SCHEDULE OF DELIVERABLES				
Task #	Description	Fee	Duration (weeks)	Delivery Date <sup>1</sup>
1	Data Collection / Review	\$2,300.00	1 Week	NTP + 1 Week
2	CLOMR Application	\$6,100.00	2 Weeks	NTP + 3 Weeks
3	Reimbursable Expenses	\$1,000.00	N/A	
TOTAL		\$9,400.00		

1. An updated schedule, indicating actual delivery dates, based on the above durations, will be provided upon receipt of the NTP.

#### IV. ASSUMPTIONS

This proposal was prepared assuming the following:

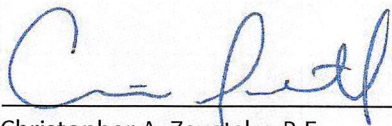
- Permit and review fees, impact fees, taxes, etc. shall be paid by the City.
- Task fees and Section fees are for budgeting purposes only. Fees for each task may vary, but the total fee will not be exceeded without authorization.
- Tetra Tech cannot address comments pertaining to the H&H study or the drainage calculations or modeling prepared by other consultants. Close coordination will be needed with the Engineer of Record.
- Current FEMA Flood Insurance Rate Maps (FIRMs) are dated September 11, 2009 showing a BFE of 6 feet National Geodetic Vertical Datum (NGVD). Coordination regarding the variation of data with the H&H model is not included. The City's initial Stormwater Master Plan from 2006 is not reflected in the FIRMs.
- FEMA is expected to issue a map change for the general area in March 2021.
- General exclusions:
  - Surveying services.
  - Hydrologic and hydraulic modeling.
  - Environmental assessments.
  - Permit and review procedures beyond those itemized above.
  - Responses to requests for additional information from FEMA during their review of application. Determining a price for responding to FEMA's RAIs is difficult due to the unpredictable nature of what they may request.
  - Any noticing requirements from FEMA for abutting property owners.
  - Normal reimbursables including printing, copying, deliveries/mail, mileage, etc. beyond those included in Task 3 above.
  - Any service or product not specifically described in **Section II**.

#### V. PROJECT MANAGER

CONSULTANT'S Project Manager for this Work Order assignment will be Christopher A. Zavatsky, P.E.


Submitted by:

**TETRA TECH, INC.**



---

Christopher A. Zavatsky, P.E.

 <b>Price Proposal</b>		Labor Plan					
<b>Doral Central Park</b>	Bill Rate >	180.00	160.00	125.00			
	<i>Conditional Letter of Map Revision (CLOMR)</i>						
Submitted to: 300 Engineering Group, P.A. Attn: Rodolfo E. Remon, MS, ENV SP					<b>Pricing by Resource</b>		
Contract Type: Lump Sum							
	<b>Total Labor Hrs</b>	<b>Project Manager</b>	<b>Senior Engineer</b>	<b>Project Engineer</b>	<b>Labor</b>	<b>ODCs</b>	<b>Task Pricing Totals</b>
<b>Project Phases / Tasks</b>	<b>51</b>	<b>4</b>	<b>23</b>	<b>24</b>	<b>8,400</b>	<b>1,000</b>	<b>9,400</b>
1. Data Collection / Review	16	1	7	8	2,300	-	2,300
2. CLOMR Application	43	3	16	24	6,100	-	6,100
3. Reimbursables	-					1,000	1,000
<b>Totals</b>		<b>4</b>	<b>23</b>	<b>24</b>	<b>8,400</b>	<b>1,000</b>	<b>9,400</b>