

Maharai Hoffman (PW)

From: Darlin Perez (PW)
Sent: Thursday, September 12, 2024 3:40 PM
To: Maharai Hoffman (PW)
Cc: Diana Arenas (PW)
Subject: Miscellaneous Survey Work Order
Attachments: WO# 6 Miscelaneous Surveys-Signed.pdf; Proposal approved.pdf

Hello Maharai,

Please submit to the City Manager for final execution of the above – mentioned project.

Thanks,

Darlin Perez, P.E.

Chief of Engineering

City of Doral

8401 NW 53rd Terrace

Doral, FL 33166

T (305) 593-6740 Ext. 6008

F (305) 593-6617

Darlin.Perez@cityofdoral.com

www.cityofdoral.com

The City of Doral is on [Twitter](#) , [Facebook](#) and [YouTube](#)!



Please note that the State of Florida's Public Records Laws provide that most written communications to or from the City of Doral regarding government business are public records available to the public upon request. This e-mail communication may therefore be subject to public disclosure.

WORK ORDER No. 6 FOR PROFESSIONAL SERVICES

TO: Gannett Fleming
800 NW 62nd Avenue Suite 490
Miami, FL 33126
(786) 845-9540

DATE: September 12, 2024

The City of Doral authorizes the firm of Gannett Fleming to proceed with professional services for the tentative plat and final plat drawing for review and approval of miscellaneous surveys. Gannett Fleming is part of the pre-qualified pool of consultants selected in accordance with RFQ 2023-08 requirements and approved by the City Council on March 13, 2024, via Resolution 24-54. The work should be performed in accordance with the contract provisions contained in the Professional Services Agreement between Gannett Fleming and the City of Doral dated June 3, 2024, and the attached proposal submitted on September 10, 2024 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 Gannett Fleming submitted on September 10, 2024. The schedule requires the work to be performed within 14 calendar days from 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 time and material basis based on the schedule of values submitted by Gannett Fleming with a not to exceed amount of \$7,000.00.

You are required by the 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.

This Work Order incorporates the terms and conditions set forth in the Professional 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. 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 two (2) counterparts, each of which shall, without proof or accounting for the other counterpart be deemed an original Contract.

CONSULTANT: GANNETT FLEMING, INC.


WITNESSES:

SEAL: DS

BY: 

NAME: Alina Fernandez, PE
TITLE: Vice President

OWNER: City of Doral


BY: 
NAME: Rey Valdes
TITLE: City Manager

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0E9750389E80402...



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: Gastesi, Lopez and Mestre, PLLC.
TITLE: City Attorney



800 NW 62nd Avenue
 Suite 490
 Miami, FL 33126
 P 786.845.9540 | F 786.845.6802
gannettfleming.com

CONSULTANT WORK ORDER PROPOSAL

Date: September 10th, 2024

Dear Ms. Perez:

Gannett Fleming, Inc. (Consultant) proposes to provide the services identified below for the project titled "**Miscellaneous Surveys**", pursuant to its Professional Service Agreement with the City of Doral (City), RFQ No. 2023-08.

I. SCOPE OF WORK

Below is the scope of services for the review of the above-named **Miscellaneous Surveys**. All survey work will adhere to the STATE OF FLORIDA STANDARD OF PRACTICE, Chapter 427.027 Florida Statutes and Rule 5J-17 Florida Administrative Code, to Chapter 28 of the Miami Dade County Code, and to Chapter 177 Part I Platting. The proposed Scope of work includes the following:

- Review Tentative Plat and Final Plat drawings for the subdivision to confirm they meet the above-referenced Standards.
- Provide Report with comments.
- If revisions are required for the drawings, a final review will be necessary.
- A certification letter with the approval of the Tentative Plat and the Final Plat will be provided once all the comments have been addressed.

II. SUB-CONSULTANTS

The below listed Sub-Consultants will assist in the performance of the Work.

Sub-Consultant Name	Specialty or Expertise
M.G. Vera & Assoc., Inc.	Survey Services

III. SCHEDULE OF WORK – TIME OF PERFORMANCE

Consultant shall submit the Deliverables and perform the Work as depicted in the tables below

SCHEDULE OF DELIVERABLES TASK 1 – Parcel Sketches and Legal Descriptions			
Task, Sub-task, or Activity ID #	Major Task, Sub-Task, Activity, or Deliverable	<i>Duration</i> (specify weeks or calendar days)	Delivery Date (cumulative weeks, or calendar days)
1.1	Miscellaneous Surveys	2 weeks	NTP + 2 weeks

V. COMPENSATION

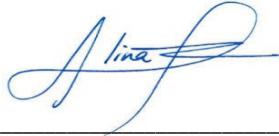
Consultant shall perform the Work detailed in this Proposal for a Total Lump Sum Amount, Not to Exceed fee of Seven Thousand dollars and Zero cents (\$7,000.00). The City shall not be liable for any fee, cost, expense or reimbursable expense, or other compensation beyond this amount.

VI. ADDITIONAL SERVICES

The City may establish an allowance for additional services requested by the City and for unforeseen circumstances, which shall be utilized at the sole discretion of the City.

VII. PROJECT MANAGER

CONSULTANT'S Project Manager for this Work Order assignment will be Alina Fernandez, P.E.



Submitted by: _____
Alina Fernandez, P.E. - Vice President
Gannett Fleming, Inc.

Darlin Perez (PW)

Digitally signed by Darlin
Perez (PW)
DN: CN=Darlin Perez (PW),
OU=PublicWorksStaff,
OU=Departments, OU=City,
DC=doral, DC=local
Date: 2024.09.12
12:00:19-04'00'

Reviewed and approved by: _____
Darlin Perez, P.E. - Chief of Engineer
City of Doral

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.