

WORK ORDER No. 6 FOR PROFESSIONAL SERVICES

TO: Pevida Highway Designers, LLC
8600 NW 17 Street, Suite 160
Doral, Florida 33126
(786) 228-5666

DATE: September 11, 2019

The City of Doral authorizes the firm of Pevida Highway Designers, LLC to proceed with the provision of professional traffic engineering for the development of the School Traffic Operation Plan (TOP) – Phase 1. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Agreement between Pevida Highway Designers, LLC 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 August 19, 2019 from Pevida Highway Designers, LLC. The schedule requires the work to be performed within 180 days 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 time and materials basis with a not to exceed amount of \$28,273.00.

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: Pevida Highway Designers, LLC

BY: Walfredo Pevida
NAME: Manager
TITLE: Manager

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

WITNESSES: SEAL:
1. [Signature]
2. [Signature]

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



8600 NW 17TH ST., SUITE 160
DORAL, FL 33126
OFFICE (786) 228-5666 FAX (786) 558-2030
WWW.PEVIDAHIGHWAYDESIGNERS.COM

August 19th, 2019

Eugene.Collings-Bonfill, P.E., P.S.M, CFM, PMP - Chief Engineer
City of Doral
8401 NW 53 Terrace
Doral, FL 33166

Subject: Traffic Operation Plans for Five City of Doral Schools

Dear Mr. Collings,

Pevida Highway Designers, LLC is pleased to submit this cost proposal to provide Traffic Operations Plan (TOP) at 5 different locations specified in the scope of services.

SCOPE OF SERVICES:

The services to be provided shall include traffic engineering services to evaluate and prepare the Miami-Dade County (MDC) Department of Transportation and Public Works (DTPW) Traffic Operations Plan (TOP) at the following school locations:

1. Doral Academy Charter Middle School
2. John I. Smith K-8 Center
3. Eugenia Thomas K-8 Center
4. Dr. Espinosa K-8 Center
5. Ronald Regan Senior High

Metric Engineering a sub-consultant to PHD will provide the necessary documentation for the aforementioned (TOP).

FEE SUMMARY

The total cost of the work will be \$28,273 which includes both the TOP and management costs. Estimated hours are 224 hrs. plus 10% management costs.

We appreciate the opportunity to submit our proposal. Please contact me if you have any questions.

Regards,

Pevida Highway Designers, LLC

A handwritten signature in blue ink, appearing to read 'Walfrido J. Pevida', is written over the printed name.

Walfrido J. Pevida, PE

Project Manager



August 19, 2019

8600 NW 17TH ST., SUITE 160
DORAL, FL 33126
OFFICE (786) 228-5666 FAX (786) 558-2030
WWW.PEVIDAHIGHWAYDESIGNERS.COM

Eugene Collings-Bonfill, PE, PSM, CFM, PMP
Chief Engineer
City of Doral
8401 NW 53 Terrace
Doral, FL 33166

Subject: TWO #6 – Traffic Operation Plans for Five City of Doral Schools

Dear Mr. Collings,

Metric Engineering, Inc., subconsultants to Pevida Highway Designers, LLC, is pleased to submit this fee proposal to provide traffic engineering consulting services for the above referenced subject. The scope of services is detailed below. Our time and material fee for this task is \$28,273 (Metric Fee: \$25,703; PHD Fee: \$2,570)

SCOPE OF SERVICES:

The traffic engineering services to be provided include the evaluation and preparation of the Miami-Dade County (MDC) Department of Transportation and Public Works (DTPW) Traffic Operations Plan (TOP) Form in the event a TOP does not exist for the following five City of Doral Schools:

1. Doral Academy Charter Middle School
2. John I. Smith K-8 Center
3. Eugenia Thomas K-8 Center
4. Dr. Espinosa K-8 Center
5. Ronald Regan Senior High

The MDC DTPW TOP form is a 14-Section form that was created to document a school's traffic operations and commitments. The 14 Sections of the form are as follow:

1. Definitions
2. School Location
3. Educational Program and Enrollment
4. School Schedule
5. Vehicle Operations
6. Pedestrian and Bicycle Facilities
7. Onsite Traffic Personnel and Devices
8. School Crossing and Speed Zone
9. Offsite Traffic Control Officers
10. Special Event Provisions
11. Parent Traffic Handbook
12. Table Worksheets
13. Attachments
14. Endorsements

The following tasks will be performed for the preparation of the MDC DTPW TOP form.

Task 1: Meetings

The following meetings will be required for the preparation of TOP forms:

1. Two Meetings with City of Doral
 - a. Kick-off meeting
 - b. Progress Meeting
2. Two Meetings with Miami-Dade County
 - a. Kick-off meeting to discuss preliminary MDC DTPW TOP and any additional requirements
 - b. One follow-up meeting (comment resolution, finalize TOPs)
3. Two Meetings with each school (total of 10 meetings)
 - a. Kick-off meeting to obtain information necessary for completion
 - b. Follow-up meeting or teleconference once the form is completed

Anticipated meeting material needed includes preparation of maps, survey style information sheet for input into the TOP form, fact sheets, and more as required for each meeting.

Task 2: Field Reviews

Field reviews will be performed during the arrival and dismissal periods at each school to document the traffic operation plans currently in effect. In addition, the field review will also document all necessary information required in the MDC DTPW TOP such as performing an inventory of traffic control devices, pedestrian and bicycle features, speed zones, and more. During the field reviews, traffic operation observations and impacts to the surrounding traffic network will also be documented.

Additional field reviews may be required to document traffic operation plans during special events and/or schools with multiple arrival or dismissal schedules.

Task 3: Traffic Operations Plan

Based on information gathered from meeting with the school representatives and performing field reviews, a traffic operation plan for each school will be developed in accordance to the MDC DTPW TOP form and other requirements identified in coordination with MDC. In addition, traffic operations recommendations will also be provided based on observations from the field reviews.

Task 4: Parent Traffic Handbook

Upon acceptance of the Traffic Operation Plan, a Parent Traffic Handbook will be prepared in accordance with Section 11 of the MDC DTPW TOP Form.

Task 5: MDC DTPW TOP Form

Based on the completion of all prior tasks, information will be compiled for the completion of the MDC DTPW TOP Form for each of the five schools.

We appreciate the opportunity to submit our proposal. Please contact me if you have any questions.

Regards,
Metric Engineering, Inc.



Carlos Rodriguez, P.E. – Vice-President

Doral Misc. Engineering Services

TWO# 5

Scope: Traffic Operation Plans for Five City of Doral Schools

1-STAFFHOUR ESTIMATE - Metric Engineering

a- Management

	Units	Hours	Total	Notes
Task 1 Meetings	14	2	28	Total of 14 Meetings
Task 1 Meeting Material Prep	3	2	6	Preparation of Meeting Material for kick-off meetings
Contract Maintenance	1	4	4	
			38	

b- MDC DPTPW TOP

	Units	Hours	Total	Notes
Task 2	5	5	25	1.5hrs/Field Review x 2 Field Reviews/Day + 2hr Summary Notes of Field review for each school
Task 3	5	12	60	Prepare Traffic Operation Plan (11x17)
Task 4	5	6	30	Prepare Parent Traffic Handbook
Task 5	5	8	40	Finalize TOP Form
			155	

Total a+b			193
QAQC			16
Supervision			16
Coordination			0

TOTAL 224

2- FEE ESTIMATE

Category	%	Hours	Rate	Total
Principal	2%	5	\$ 200	\$ 1,000
Project Manager	13%	29	\$ 160	\$ 4,640
Senior Engineer	20%	45	\$ 146	\$ 6,570
Project Engineer	35%	78	\$ 120	\$ 9,360
CADD Tech	25%	56	\$ 63	\$ 3,528
Clerical	5%	11	\$ 55	\$ 605
	100%			\$ 25,703

TWO #5 Fee: \$ 25,703

RESOLUTION No. 19-223

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING A WORK ORDER BETWEEN THE CITY OF DORAL AND PEVIDA HIGHWAY DESIGNERS, INC. TO PROCEED WITH THE SCHOOL TRAFFIC OPERATION PLAN (TOP) PHASE 1 IN AN AMOUNT NOT EXCEED \$28,273.00; RECOGNIZING THAT PEVIDA IS A CITY OF DORAL PRE-QUALIFIED VENDOR; APPROVING A BUDGET TRANSFER OF \$28,273.00 FROM THE TRANSPORTATION FUND ACCOUNT No. 101.80005.500650 (CONSTRUCTION IN PROGRESS) TO TRANSPORTATION FUND ACCOUNT No. 101.80005.500310 (PROFESSIONAL SERVICES); AUTHORIZING THE CITY MANAGER TO EXECUTE THE WORK ORDER, TRANSFER FUNDS, AND EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Miami-Dade County's Department of Transportation and Public Works (DTPW) requires that all Public, Charter, and Private schools located within the County have a Traffic Operations Plan (TOP); and

WHEREAS, Miami-Dade County began to require schools to develop Traffic Operation Plans in 2008 and therefore schools constructed or operating prior to 2008 may not have a Miami-Dade approved TOP; and

WHEREAS, Understanding the importance of student safety and vehicle congestion associated with school arrival and dismissal operations, the Public Works Department (PWD) is interested in reviewing and evaluating the current operations of each school within City limits to ensure compliance with the approved Miami-Dade County Traffic Operation Plans for the particular school and in the event the school does not have a TOP, develop one for Miami-Dade County's approval and for the school's implementation; and

WHEREAS, Pevida is a prequalified provider of professional engineering services selected in accordance with Consultant Competitive Negotiation Act (CCNA) requirements as advertised by the City with RFQ 2017-21 and approved by the City Council in November 2017; and

WHEREAS, Staff respectfully requests that the City Council approve the Work Order No. 6 with Pevida to proceed with the School Traffic Operation Plan – Phase 1 in an amount not exceed \$28,273.00; and

WHEREAS, the PWD respectfully requests that the City Council approve the budget transfer of \$28,273.00 from Transportation account 101.80005.500650 (Construction in Progress) to Transportation account 101.80005.500310 (Professional Services) for proper allocation of funds.

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 Work Order between the City of Doral and Pevida to perform the School Traffic Operation Plan – Phase 1; in an amount not to exceed \$28,273.00, a copy which is attached hereto as Exhibit "A", is hereby approved. The budget transfer of \$28,273.00 from Transportation account 101.80005.500650 (Construction in Progress) to account 101.80005.500310 (Professional Services) is hereby approved.

Section 3. Authorization. The City Manager is authorized to execute the work order and expend budgeted funds on the behalf of the City. The City Manager is authorized to transfer the funds from account 101.80005.500650 (Construction in Progress) to account 101.80005.500310 (Professional Services).

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 Cabral who moved its adoption.

The motion was seconded by Vice Mayor Mariaca and upon being put to a vote, the vote

was as follows:

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

PASSED AND ADOPTED this 11 day of September, 2019.



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