

WORK ORDER No.1 FOR PROFESSIONAL SERVICES

TO: ADA Engineering, Inc.
8550 NW 33rd St., Suite 202
Miami, FL 33122

DATE: October 24, 2019

Attn: Carlos Ortega, P.E.

PROJECT DESCRIPTION:

The City of Doral authorizes the firm of ADA Engineering, Inc. to proceed with the design of Year 7 of the Canal Bank Stabilization Program as of the date of this Work Order. The work should be performed in accordance with the terms and conditions of RFQ #2016-19 "Canal Bank Stabilization Program Management Year 7" and the Contract Agreement dated February 20, 2017.

The scope of the project will be as described in the ADA proposal dated October 2, 2019 for design of Year 7 of the Canal Bank Stabilization Program. The schedule requires the work to be completed within 240 calendar days in accordance with the submittal for RFQ #2016-19. Schedule to complete the work is 7 months after the Notice to Proceed is issued per this work order.

The performance of services associated with this Work Order will be executed on a time and material basis with a not to exceed amount of **\$149,741.40**.

You are required by the contract documents to execute this Work Order and begin work within ten (10) days from the date of this Work Order.

If you fail to execute said Work Order and begin work at the start of the construction schedule, the City of Doral will be entitled to disqualify the Proposal, and revoke the award.

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: ADA Engineering, Inc.

WITNESSES:

SEAL:

BY: [Signature]
NAME: ALBERT ARGUDIN
TITLE: V.P.

1. [Signature]
2. [Signature]

OWNER: City of Doral
BY: [Signature]
NAME: ALBERT P. CHILDRESS
TITLE: City Manager

AUTHENTICATION:
BY: [Signature]
NAME: CONNIE DIAZ
TITLE: City Clerk



APPROVED AS TO FORM:
BY: [Signature]
NAME: LUIS FIGUEREDO, ESQ.
TITLE: City Attorney



Corporate Office
8550 NW 33rd Street, Suite 202
Doral, Florida 33122
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F 305.551.8977
www.adaeng.net

October 2, 2019

Ms. Stephanie Bortz, CFM
Stormwater Utility Manager
City of Doral
Public Works Department
8300 NW 53rd Street, Suite 200
Doral, Florida 33166

RE: Limited Construction Administration and Construction Engineering Inspection (CEI) Services – Year 7: Northline Canal from NW 97th Avenue to NW 87th Avenue and Residential Section Located between NW 102th Avenue and NW 97th Avenue

Dear Ms. Bortz:

Per your request, A.D.A. Engineering, Inc. (ADA) is pleased to submit this Service Order proposal for Limited Construction Administration and Construction Engineering Inspection (CEI) services associated with Year 7 of the Canal Capital Improvement Plan (CCIP) outlined in the May 2008 Canal Feasibility Study Report (CFSR). This Service Order will be an integral part of the General Engineering/Architectural Services (RFQ 2016-19) agreement between the City of Doral (City) and ADA.

ADA will be conducting the limited construction administration services and construction management phases for this project which includes two sections of Year 7 of the City's CCIP. Section 1 includes the section of the Northline Canal between NW 97th and NW 87th Avenue (approximately 4,440 LF of canal). Section 2 includes approximately 1,774 LF of canal section between the Village of Doral Lakes residential community (NW 51st Terrace) and Hole #1 of the Silver Fox Golf Course. This section of canal is located just west of NW 97th Avenue and south of NW 52nd Street. **Figures 1 and 2** depict the limits of Sections 1 and 2, respectively.

This Service Order defines the scope of work, schedule, exclusions, and compensation for the professional engineering services associated with this project.



Figure 1: Section 1 - Northline Canal from NW 97th to NW 87th Avenue



Figure 2: Section 2 - Residential Section

I. GENERAL

Pursuant to the Scope of Work of the Professional Service Agreement, ADA will provide construction management services in support of the City of Doral Department of Public Works, for the above mentioned project. ADA shall administer the contract for this project and provide field inspection and oversight services to ensure construction is in reasonable close conformance to the approved contract documents, specifications and plans and the

City's policies and procedures. This includes but is not limited to any coordination between governing agencies, surrounding property owners, overseeing safety concerns, and ensuring compliance with MOT plans. In addition, ADA will verify quantities installed by the Contractor and make payment recommendation to the City.

As part of this project, ADA will also respond to review shop drawings, address contractor RFIs, attend required project meetings, perform periodic site visits, certify construction at the end of the project, and approve as-built plans.

II. SCOPE OF WORK

- A. Task 1- Pre-construction Meeting and Project Coordination
- B. Task 2- Job schedule review
- C. Task 3- Contractor Maintenance of Traffic (MOT) compliance
 - a. Review Safety Plans and MOT plans for compliance
 - b. Work Day review of MOT set up.
- D. Task 4- Contractor Control of Erosion and Sedimentation Plan
 - a. Review the Erosion and Sedimentation Control Plan
 - b. Inspection of the Plan compliance on a daily basis
- E. Task 5- Inspection of Installation of Bank Stabilization System
- F. Task 6- Material Testing Certification and Geotechnical Investigations
- G. Task 7- Inspection of Existing Iron Picket Fence Removal and Restoration
- H. Task 8- Inspection of Chain Link Fence and Gate Installation
- I. Task 9- Inspection of Sod Installation and final restoration
- J. Task 10- Utility coordination and Utility Damaged Report
- K. Task 11- Revision and approval of Monthly payments estimates
- L. Task 12- Conduct Construction Progress Meetings
- M. Task 13- Generate a daily report
- N. Task 14- Project Certification

Task 1- Preconstruction Meeting and Project Coordination

ADA will prepare and conduct a preconstruction meeting with the Contractor awarded with the job, the City of Doral and the utility companies to coordinate the oncoming work, identify and address any conflicts and clarify the Payment Application Process with the City. In that meeting the Contractor should present the proposed job schedule for discussion as well as MOT Plans and Erosion Sedimentation Control Plan for review.

ADA will coordinate with the Contractor to ensure that all field changes are incorporated in the as-built plans. ADA's Project Manager will perform periodic site visits to ensure that the construction meets the intent of the design. ADA will coordinate and attend a substantial completion meeting to identify applicable "punch list" items to be addressed by the Contractor.

ADA will review the as-built plans to be provided by the Contractor, and if the plans meet the minimum requirements, ADA will approve the as-built plans. ADA will also submit an engineering certification letter to close out the Miami-Dade County Class III permit.

Task 2- Job Schedule Review

ADA will review the initial baseline schedule as well as the monthly updates. The purpose of the reviews will be for conformance with the specified contract time identified in the specifications.

Task 3- Contractor MOT Compliance

ADA will review the MOT plans received at the preconstruction meeting for compliance. Any required changes will be sent to the Contractor. ADA's inspector will inspect on a daily basis the setup of the MOT on site to verify compliance with the approved MOT plan.

Task 4- Contractor Control of Erosion and Sedimentation Plan

ADA will review the Erosion and Sedimentation Control Plan and will provide the Contractor with any comments or amendments needed to be implemented. Daily inspections on the site will ensure the Contractor's compliance with the approved Plan. Turbidity measurements will be done regularly by the Contractor to verify the turbidity levels are kept below the 29 NTUs. ADA will also monitor the use of turbidity barriers by the Contractor in the work zone and the installation and proper maintenance of the silt fence along the project.

Task 5- Inspection of Installation of Bank Stabilization System

The main objective of this task is to ensure that the Canal Bank Stabilization System is constructed in reasonable conformance to the approved contract plans and specifications. During the preparation of the canal banks, ADA's Senior Inspector will be focused on the achievement of the desired slopes, the use of the approved methods and materials and the prevention of loose rocks or debris to fall on the water body to control sedimentation and turbidity. Special attention will be required during construction of the base area for the staked canal bank stabilization to ensure a flat horizontal bottom surface is provided. The stable base will prevent the No. 57 stone to washout. The non-woven geosynthetic installation will be inspected to ensure that it is spread out uniformly with no wrinkles and overlapped on the unions and the base as specified by the plans and specifications. The mix design number for the flowable fill to be used on the staked CBS as per plan requirements will be checked to ensure that it is structural fill. The quantities will be measured by trucks and the delivery tickets will be collected for the records.

As part of this task, ADA will also coordinate with adjacent property Owners to ensure they are not adversely impacted and to address concerns during construction.

The material to be used on every operation will require a Certification from the manufacturer or the supplier, which certifies that the material to be utilized meets the criteria of quality called for in the contract documents. Materials will be accepted at the site only if the proper documentation is provided.

Task 6- Material Testing Certification and Geotechnical Investigations if Needed

The Contractor will be responsible for performing all required testing. ADA will witness the testing and will document the results in the daily report. Contractor will be responsible for providing signed and sealed Geotech reports for all tests. ADA will also verify that all testing meets the criteria outlined in the plans and specifications.

Task 7- Inspection of Existing Iron Picket Fence Removal and Restoration

The removal and restoration of the existing iron picket fence at the Police Headquarters will be also inspected to verify compliance with plans and specifications.

Task 8- Inspection of Chain Link Fence and Gate Installation

The installation of the chain link fence will also be inspected to verify compliance with plans and specifications.

Task 9- Inspection of Sod Installation and Final Restoration

ADA will ensure that the Contractor restores any damaged or impacted area along the canal. The ADA Sr. Inspector will document the project area as well as sensitive areas adjacent to the project to identify the existing conditions prior to the construction activities taking place.

Task 10- Utility Coordination and Utility Damaged Report

The Utility Agencies/Owners will be invited to the preconstruction meeting to discuss and address any potential conflict between their utility and the project. ADA will proactively address all utility conflicts/issues to avoid impacts to the project. If, however, the contractor damages a utility during construction it will be documented in the Daily Report issued by the ADA Sr. Inspector.

Task 11- Revision and Approval of Monthly Payments Estimates

The ADA Project Administrator will be responsible for the review and approval of the Contractor's monthly payment requests. Pencil copies will be provided by the Contractor for review and approval prior to issuing the final payment requisition with backup.

Task 12- Conduct Construction Progress Meetings

The ADA Project Administrator will prepare and conduct progress meetings with the contractor and City representatives to discuss the job schedule compliance, MOT, environmental concerns and address any construction issue that might arise. It's anticipated that bi-weekly progress meetings will be conducted.

Task 13 – Project Certification

Contractor is responsible for the issuance of the as-built drawings and revisions; if any. ADA will review the as-builts to confirm that all field changes are incorporated and if they are in general conformance with the approved drawings and specifications. ADA will also submit an engineering certification letter to close out the Miami-Dade County Class III permit.

III. SCHEDULE

The project is anticipated to have a duration of 240 calendar days or 35 weeks. The duration is effective from Notice to Proceed through Final Acceptance. Should this duration get extended, ADA will request additional services for continuation of services.

V. EXCLUSIONS

The services outlined below are not included as part of the scope of work, although additional service agreements can be executed to assist the City with these services, if necessary:

- Assist with bid and award services
- Perform video inspection of existing canal system
- Attend commission meetings
- Prepare as-built plans
- Perform any geotechnical testing

VI. COMPENSATION

ADA shall perform the work detailed in this proposal on a time and material, Not to Exceed amount of \$149,741.40 and in accordance with the General Engineering/Architectural Services (RFQ 2016-19) agreement between the City and ADA. The attached man-hour/fee estimate shows the hours and costs associated with each of the tasks outlined in the Scope of Work.

We look forward to assisting the City on this important project assignment. If you have any questions or need additional information, please do not hesitate to contact Albert Argudin, Jr. at (305) 514-0831 or myself at (305) 514-0842.

Sincerely,

A.D.A. Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Carlos E. Ortega', with a long horizontal flourish extending to the right.

Carlos E. Ortega, P.E.
Project Engineer

Enclosures: Fee Estimate



**CITY OF DORAL
GENERAL ENGINEERING/ARCHITECTURAL SERVICES RFQ 2017-21**

**Post-Design and Construction Engineering Inspection (CEI) Services – Year 7:
Northline Canal from NW 97th Avenue to NW 87th Avenue and Residential
Section Located between NW 102th Avenue and NW 97th Avenue**

Date: 9/25/2019

WORK ACTIVITY	ADA Employee Classification and Hourly Rates						TOTAL HOURS	TOTAL ADA LABOR COST	ESTIMATED EXPENSES ¹	TOTAL FEE
	Project Manager	Senior Engineer	Engineer/ GIS	Project CADD Technician	Inspector	Admin. Assistant				
HOURLY RATE	\$200.00	\$160.00	\$125.00	\$100.00	\$85.00	\$75.00				
<i>Phase I - Limited Construction Administration Services</i>										
A) Pre-construction Meeting, Progress Meetings, and Project Coordination	10		20				30	\$4,500.00	\$135	\$4,635
B) Approve Shop Drawing Submittals	4	4	32				40	\$5,440.00	\$163	\$5,603
C) Approve Contractor Pay Applications	8	4	16				28	\$4,240.00	\$127	\$4,367
D) Periodic Site Visits by Designer/Engineer	8		8				16	\$2,600.00	\$78	\$2,678
E) Substantial Completion Walkthrough	4	4	4				12	\$1,940.00	\$58	\$1,998
F) Create Punchlist for Substantial Completion	4		8				12	\$1,800.00	\$54	\$1,854
G) Final Completion Walkthrough	4	4	4				12	\$1,940.00	\$58	\$1,998
H) Review and Approve As-Built Drawings	2	2	12	8			24	\$3,020.00	\$91	\$3,111
I) Produce and Submit Certification Letter to Close-out permit	2		4				6	\$900.00	\$27	\$927
<i>Phase II - Construction Engineering Inspections</i>										
Daily Construction Engineering Inspections					1400		1400	\$119,000.00	\$3,570	\$122,570
Total Hours	46	18	108	8	1400					
Total Fee	\$9,200.00	\$2,880.00	\$13,500.00	\$800.00	\$119,000.00		1,580	\$145,380.00	\$4,361	\$149,741.40

Notes: 1- Expenses assumed at 3% of labor

TOTAL FEE WORK AUTHORIZATION = **\$149,741.40**

RESOLUTION No. 16-187

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE RANKINGS OF RESPONDENTS TO RFQ #2016-19 "CANAL BANK STABILIZATION PROGRAM MANAGEMENT YEAR 7"; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO AN AGREEMENT WITH ADA ENGINEERING, THE TOP RANKED FIRM, SUBJECT TO APPROVAL AS TO FORM AND LEGAL SUFFICIENCY BY THE CITY ATTORNEY, FOR THE PROVISION OF PROGRAM MANAGEMENT SERVICES FOR YEAR 7 OF THE CANAL BANK STABILIZATION PROGRAM IN AN AMOUNT NOT TO EXCEED \$400,000.00; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO AN AGREEMENT WITH THE SUCCESSIVE RANKED FIRMS IF AN AGREEMENT CAN NOT BE REACHED WITH THE TOP RANKED FIRM FOR NO MORE THAN THE NOT TO EXCEED AMOUNT; AUTHORIZING THE CITY MANAGER TO EXPEND BUDGETED FUNDS IN FURTHERANCE HEREOF; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in response to Request For Qualifications #2016-19 (the "RFQ") for "Canal Bank Stabilization Program Management: Year 7" (the "Project"), the City of Doral (the "City") received four (4) submittals by the July 28, 2016 deadline with all four (4) firms meeting the required criteria; and

WHEREAS, upon review of the qualifications, ADA Engineering, was considered the most qualified, responsive and responsible proposer (the "Contractor"); and

WHEREAS, Staff respectfully requests that the City Council approve the rankings of the respondents, authorize the City Manager to negotiate and enter into an agreement with ADA Engineering for the provision of Program Management services for Year 7 of the Canal Bank Stabilization Program, which includes design and CEI (Construction, Engineering, Inspection) services, in an amount not to exceed \$400,000.00, and to expend budgeted funds in furtherance hereof; and

WHEREAS, in the event an agreement cannot be successfully negotiated with ADA Engineering, Staff further requests that the City Council authorize the City Manager to negotiate and enter into an agreement with the next successive ranked firm for the same not to exceed price.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA 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 rankings of the respondents to the RFQ as follows is hereby approved:

1. ADA ENGINEERING
2. TYLIN INTERNATIONAL
3. JOHNSON ENGINEERING
4. GIANGRANDE ENGINEERING

The approval of these rankings does not confer any rights on any of the respondents.

Section 3. Authorization. The City Manager is hereby authorized to negotiate and enter into an agreement with ADA Engineering, the top-ranked firm, subject to approval by the City Attorney as to form and legal sufficiency, for the provision of Program Management of Year 7 of the Canal Bank Stabilization Program, in an amount not to exceed \$400,000.00. The City Council further authorizes the City Manager to negotiate and enter into an agreement with next successively ranked respondent if an agreement can not be reached with the top-ranked firm, also in an amount not to exceed \$400,000.00

in the event that an agreement cannot be negotiated with ADA Engineering. The City Manager is authorized to expend budgeted funds in furtherance hereof.

Section 3. 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 4. Effective Date. This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Councilmember Rodriguez who moved its adoption. The motion was seconded by Councilmember Ruiz and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Christi Fraga	Yes
Councilman Pete Cabrera	Yes
Councilwoman Ana Maria Rodriguez	Yes
Councilwoman Sandra Ruiz	Yes

PASSED AND ADOPTED this 14 day of September, 2016.



LUIGI BORIA, MAYOR

ATTEST:



CONNIE DIAZ, CMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



WEISS, SEROTA, HELFMAN, COLE & BIERMAN, P.L.
CITY ATTORNEY