

WORK ORDER No. 2 FOR PROFESSIONAL SERVICES

TO: Gannett Fleming, Inc.
7300 Corporate Center Drive, Suite 701
Miami, Florida 33126
(786) 845-9540

DATE: September 24, 2018

The City of Doral authorizes the firm of Gannett Fleming, Inc. to provide utility coordination and related Construction Engineering Inspection (CEI) services for the Doral Trolley Bus Shelter project currently under construction. The work shall be performed in accordance with the contract provisions contained in the Continuing Professional Services Final Agreement between Gannett Fleming, Inc. and the City of Doral dated February 13, 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 from Gannett Fleming, Inc. The schedule requires the work to be completed within 90 days after notice to proceed is issued. 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 times and materials basis with a not to exceed amount of \$12,000.00.

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 13, 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.

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: Gannett Fleming, Inc

BY: [Signature]
NAME: Alina Fernandez, PE
TITLE: Vice President

OWNER: City of Doral
BY: [Signature]
NAME: Edward Rojas
TITLE: City Manager

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

WITNESSES:

1. [Signature]
2. [Signature]

SEAL:



AUTHENTICATION:

BY: [Signature]
NAME: Connie Diaz
TITLE: Deputy City Clerk



Excellence Delivered As Promised

CONSULTANT WORK ORDER PROPOSAL

Date: September 21, 2018

Dear Mr. Gomez:

Gannett Fleming, Inc. (Consultant) proposes to provide **Utility Coordination and related CEI services**, identified below for the project entitled “**City of Doral – Trolley Infrastructure Improvements**”, pursuant to its Professional Service Agreement with the City of Doral (City), RFQ No. 2017-21.

I. GENERAL

Pursuant to the Scope of Work of the Professional Service Agreement, GF shall provide professional services in support of the City's for the above mentioned project. The scope of services consists of:

CEI Services: GF shall administer the contract for this project and provide field observation and oversight services to ensure construction of improvements is in reasonable close conformance to the approved contract documents and the City of Doral policies and procedures. This includes but is not limited to any coordination between governing agencies, overseeing safety concerns, and ensuring compliance with MOT plans. In addition, GF will verify quantities installed by the Contractor and make payment recommendation to the City. This shall be accomplished within the following tasks:

1. Document pre-construction and as-built conditions of both completed and pending bus shelter locations.
2. Monitor Contractor MOT and Erosion Control compliance
 - a. Review Safety Plans and MOT plans for compliance.
 - b. Work Day review of MOT set up.
 - c. Review that all erosion control devices are installed per plans. Address deviations immediately with the Contractor.
3. Monitor permit procurement and compliance by the Contractor.
4. Review the Contractor's schedule and provide comments until the baseline schedule is accepted. Review schedule submittals and provide comments.
5. Monitor new Bus Shelter and benches installation.
6. Monitor Roadway clearing and grubbing, excavation and pavement removal.
 - a. Oversight the clearing and Grubbing including the implementation of the storm water pollution prevention plan before starting.
 - b. Oversight the removal of unsuitable material in case of existence and embankment.
7. Monitor the grading process including the required testing, sampling and recording.
8. Monitor Curb and Gutter, sidewalk and bus shelter concrete pad installation and perform concrete sampling, testing and recording.
9. Monitor superpave asphalt concrete (traffic B) installation and document asphalt reports, if needed.
10. Oversight of signing installation and or relocation.
11. Monitor the submittal and approval of all closeout documents
12. Monitor compliance with Equal Employment Opportunity (EEO) and Disadvantaged Business Enterprise (DBE).

Utility Coordination Services: GF shall coordinate and promote the resolution of potential utility conflicts associated to this project to ensure that construction of improvements is in reasonable close conformance to the approved contract documents and the City of Doral policies and procedures. This includes but is not limited to any coordination between City of Doral, private property owners, utility agencies, and Contractor, overseeing utility conflict mitigation activities, to ensure compliance with Utility Agency Owners (UAO's) requirements and avoid conflicts with proposed infrastructure design. In addition, GF will verify and determine the responsible for the adjustment, relocation, removal or replacement of existing utilities. This shall be accomplished within the following tasks:

13. Schedule and inspect exploratory diggings at proposed sites.
14. Identify and summarize potential conflicts. Notify client, utility agency responsible or private property owner (is applicable). This include the creation of reports, exhibits describing excavation findings.
15. Schedule and coordinate field visits as required per Utility Agencies Owner to assess utility conflicts.
16. Mediate coordination and execution of utility work schedules (if applicable) among parties involved until utility conflicts at sites get resolved and construction of trolley infrastructure improvements takes place.
17. Perform cost estimates of activities that will contribute to the mitigation of those utility conflicts that are setting back the completion of the project in a timely manner.
18. Provide Project Management Administration services.

GF will report and document events of relevance while performing utility coordination and CEI tasks 1 through 18 to City of Doral and Contractor.

II. SCHEDULE OF WORK – TIME OF PERFORMANCE

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

SCHEDULE OF DELIVERABLES		
Sheet or ID Number	Deliverable	Anticipated Delivery Date
	Utility Coordination Reports	At the completion of utility coordination site work.
	Review of Estimates if applicable	At the completion of utility coordination site work.

SCHEDULE OF WORK				
Task	Task Name	Duration <i>(specify weeks, months, calendar or working days)</i>	Projected Start date	Projected Finish Date*
	CEI Services			
1	Document pre-construction and as-built conditions	Days	NTP	NTP + 90 CD's
2	Monitor Contractor MOT / Erosion Control compliance	Days	NTP	NTP + 60 CD's
3	Monitor permits.	Days	NTP	NTP + 90 CD's
4	Monitor Contractor's Schedule.	Days	NTP	NTP + 60 CD's
5	Monitor Bus shelter and benches installation.	Days	NTP	NTP + 60 CD's
6	Monitor clearing and grubbing.	Days	NTP	NTP + 60 CD's
7	Monitor grading and perform testing.	Days	NTP	NTP + 60 CD's
8	Monitor curb and gutter and sidewalk and testing.	Days	NTP	NTP + 60 CD's
9	Monitor superpave asphalt installation.	Days	NTP	NTP + 60 CD's
10	Monitor signing installation.	Days	NTP	NTP + 60 CD's
11	Monitor the submittals and approval of closeout docs.	Days	NTP	NTP + 90 CD's
12	Monitor EEO / DBE	Days	NTP	NTP + 90 CD's
	Utility Coordination Services			
13	Exploratory digging Inspection	Days	NTP	NTP + 60 CD's
14	Conflict notification to client and UAO's	Days	NTP	NTP + 60 CD's
15	Field visit with UAO's	Days	NTP	NTP + 60 CD's
16	General correspondence and coordination	Days	NTP	NTP + 90 CD's
17	Performance of work and cost estimates	Days	NTP	NTP + 90 CD's
18	PMA Services	Days	NTP	NTP + 90 CD's

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

GF will provide the City with the Services defined by Task 1 through Task 18, above. As requested, the proposal is for a duration of 30 Calendar Days until substantial completion and 60 calendar days until project close out.

V. COMPENSATION

Consultant shall perform the Work detailed in this Proposal for a Total Lump Sum, Not to Exceed fee of Twelve thousand dollars (\$12,000.00). The City shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount.

SUMMARY OF COMPENSATION TASKS 1 and 2			
Task, Sub-task, or Activity ID #	Major Task Name and/or Activity Description	Fee Amount	Fee Basis
1	Utility Coordination and CEI Services	\$12,000.00	
	TOTAL	\$12,000.00	

VI. PROJECT MANAGER

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

A handwritten signature in blue ink that reads "Alina" followed by a stylized flourish.

Submitted by:

Alina Fernandez, P.E. - Project Manager
Gannett Fleming, Inc.

Reviewed and approved by:

Jorge A. Gomez., P.E. – Public Works Director
City of Doral

ESTIMATE OF WORK EFFORT AND COST

PROJECT #	PROJECT: City of Doral - 10 Bus shelters, Utility Coordination and CEI Services		DATE: 9/21/2018		STAFF CLASSIFICATION									
	Job Classification	Staff	Principal Engineer (11)	Sr. Project Engineer (2)	Construction Manager (3)	Construction Insp. (4)	Admin. Assistant	LAB Support	Staff	Hour by	Activity	Salary Cost	By	Activity
Applicable Rate	Rate (\$/hr)	Man Hour	Rate (\$/hr)	Man Hour	Rate (\$/hr)	Man Hour	Rate (\$/hr)	Man Hour	Rate (\$/hr)	Man Hour	Rate (\$/hr)	Man Hour	Rate (\$/hr)	Man Hour
TASK														
1	Complete bus shelters, utility coordination and project close out. Construction phase is anticipated at 60 days (8 weeks) and 30 days for the closeout.	9	\$1,800.00	24	\$4,080.00	32	\$2,800.00	32	\$2,720.00	8	\$600.00	105	\$12,000.00	
2														
3														
4														
5														
6														
7	(1) Principal Engineer to provide project overview, QC and technical assistance.													
8	(2) Sr. Project Engineer estimate is at 3 hours per week.													
9	(3) Construction Manager is estimated at 4 hours per week													
10	(4) Inspector work is estimated at 4 hours per week with the remaining for closeout													
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	Total Staff Hours	9	\$1,800.00	24	\$4,080.00	32	\$2,800.00	32	\$2,720.00	8	\$600.00	105	\$12,000.00	
	Total Staff Cost													
	Total % Work by Position		0.15		0.34		0.23		0.23		0.05			

ESTIMATED MAN POWER COST	\$12,000.00
GRAN TOTAL	\$12,000.00