

WORK ORDER No. 5 FOR PROFESSIONAL SERVICES

TO: Gannet Fleming, Inc.
800 NW 62nd Avenue, Suite 490
Miami, FL 33126
(305) 908-3937

DATE: June 8, 2022

The City of Doral authorizes the firm of Gannet Fleming, Inc. to provide professional engineering to conduct the 2022 Onboard Trolley Survey and development of the Trolley route schedules. Where Gannet Fleming, Inc. 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 Gannet Fleming Inc. and the City of Doral dated January 4, 2021, and the attached proposal dated May 13, 2022, and submitted by your firm for the above referenced project.

SCOPE OF SERVICES AND SCHEDULE:

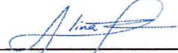
The scope of the project will be as described in the attached proposal from Gannet Fleming, Inc. dated May 13, 2022, for to conduct the 2022 Onboard Trolley Survey and development of the Trolley route schedules. The schedule requires the scoped of work to be completed within 60 days of NTP. All limitations 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 \$63,418.00.

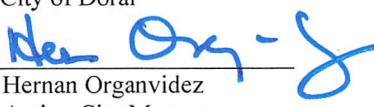
You are required by the Continuing Service Agreement to begin work subsequent to the execution of this Work Order, or as directed otherwise. If you fail to begin work subsequent to the execution of this Work Order, the City of Doral will be entitled to disqualify the Proposal and revoke the award.

Work Order incorporates the terms and conditions set forth in the Continuing Services Agreement dated January 4, 2021 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.

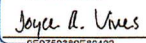
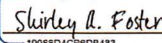
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first above written, in three (3) counterparts, each of which shall, without proof or accounting for the other counterpart be deemed an original Contract.

CONSULTANT: Gannet Fleming, Inc.

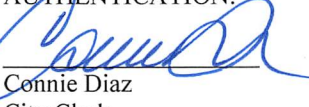
BY: 
NAME: Alina Fernandez, PE
TITLE: Vice President

OWNER: City of Doral
BY: 
NAME: Hernan Organvidez
TITLE: Acting City Manager

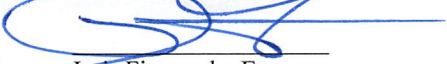
WITNESSES: SEAL:

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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



800 Northwest 62 Avenue
Suite 490
Miami, FL 33126
P 786.845.9540

gannettfleming.com

CONSULTANT WORK ORDER PROPOSAL

Date: May 13, 2022

Dear Mrs. Carbonell:

Gannett Fleming, Inc. (the Consultant) proposes to provide the services identified below for the project entitled “**City of Doral Year 2022 On-Board Trolley Survey & Trolley Route Schedule Development**”, pursuant to its Professional Service Agreement with the City of Doral (City), RFQ No. 2020-22.

I. SCOPE OF WORK

Gannett Fleming, Inc. will provide transportation planning services for the City of Doral for the above referenced project. The scope of work (the Work) comprises the following tasks.

- Task 1: Data Collection and Evaluation of Existing Conditions
 - Selection of on-board survey methodology and development of survey questionnaires and implementation plan. Research will focus on answering:
 - Where and when do customers use transit?
 - Who uses transit?
 - How satisfied are customers?
 - Why do customers use transit?

The focus of this on-board survey will be customer trips. The on-board survey theoretical population is all trolley riders. The study population is all 2022 second quarter trolley riders. The sample frame is all trolley riders in June 2022 during a typical weekday (Tuesday – Thursday) for all routes, typical Saturday for Routes 1 – 3, and typical Sunday for Route 1. The on-board survey sample will be stratified by route and time of day and proportionate systematic sampling will be implemented by interviewing every third trolley rider. The survey questionnaires will be provided in English and Spanish and interviewers will be fluent in both languages.

During one typical weekday, two interviewers will board two different vehicles servicing Route 1. The following consecutive weekday, one interviewer will board one vehicle servicing Route 2 and the other interviewer will board one vehicle servicing Route 3. Similarly, the following consecutive weekday, one interviewer will board one vehicle servicing Route 4. During a typical Saturday, three interviewers will board one vehicle servicing each route in

operation (i.e., Routes 1 – 3). During a typical Sunday, one interviewer will board one vehicle servicing Route 1.

Table 1 documents the current schedule of the Doral Trolley System. Interviewers will ride each route for the full duration of service.

Table 1: Current Doral Trolley System Schedule and Vehicles in Operations

		Route 1 Crosstown Connector	Route 2 Commercial Metrorail Connector	Route 3 Residential Metrorail Connector	Route 4 FIU Connector
Weekday	Schedule	6:00 am to 10:00 pm	6:10 am to 9:20 pm	5:50 am to 9:30 pm	6:00 am to 11:00 pm
	Vehicles in Operation	6	2	2	2
Saturday	Schedule	7:00 am to 8:00 pm	7:00 am to 7:30 pm	6:50 am to 7:00 pm	N/A
	Vehicles in Operation	2	1	1	N/A
Sunday	Schedule	6:00 am to 8:00 pm	N/A	N/A	N/A
	Vehicles in Operation	1	N/A	N/A	N/A

- Collection of transit passenger travel data through execution of on-board survey. Boarding counts will be collected by each interviewer on all occurrences for data validation and control purposes.
- Collection of transit vehicle running time data will be performed using the cellular device application called Speed Tracker.Pro by Oxagile LLC and will be collected concurrently with the on-board survey for Routes 1, 3, and 4 to check transit schedule reliability and existing travel delays during summer season. One staff will collect an additional typical weekday of transit vehicle running time data for these routes. Hence, travel time data will be collected for two typical weekdays for Routes 1, 3, and 4, one typical Saturday for Routes 1 and 3, and one typical Sunday for Route 1.
- Task 2: Recommendations
 - Development of recommendations regarding trolley operations, technologies, routing, scheduling, and short-range, long-range, and areawide planning goals.
 - Development of “Summer Season” timetables for Route 1, Route 3, and Route 4. Raw data from the cellular device application needs to be cleaned and then validated against timepoint data collected by the staff performing the travel time data collection. The clean travel time and location data is then processed to obtain average speeds by roadway link, and subsequently these speeds are used to determine average speeds between trolley stops.

Trolley schedules are then developed based on control variables such as policy for headways, start time, end time, layover time, and desired transfers with Miami-Dade Metrobus and/or Metrorial and calculated using the average speeds between trolley stops.

- Task 3: Meetings
 - One kick-off meeting
 - Three progress meetings: one to approve proposed on-board survey methodology, questionnaires, and implementation plan, one to review on-board survey results, and one approve proposed recommendations.
- Task 4: QAQC
 - The Consultant shall be responsible for ensuring that all work products conform to appropriate standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the Consultant. This QC process shall ensure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.
- Task 5: Contract Management and Coordination

The project deliverables include:

- DRAFT and FINAL technical report documenting the efforts, evaluations, decisions, and conclusions from **Tasks 1 – 3**.
- DRAFT and FINAL PowerPoint presentation summarizing the efforts, evaluations, decisions, and conclusions from **Tasks 1 – 3**.
- DRAFT and FINAL “Summer Season” timetables for Route 1, Route 2, Route 3, and Route 4.

II. SUB-CONSULTANTS

Table 2 lists the sub-consultants that will assist in performing the Work.

Table 2: List of Sub-consultants

Sub-consultant Name	Specialty/Expertise
N/A	N/A

III. SCHEDULE OF WORK – TIME OF PERFORMANCE

The Consultant shall submit the project deliverables and perform the Work as specified in Table 3.

Table 3: Schedule of Work

Task	Sub-task	Duration (specify weeks or calendar days)	Delivery Date* (cumulative weeks or calendar days)
1	Data Collection and Evaluation of Existing Conditions		
1.1	Development and documentation of proposed on-board survey methodology, questionnaires, and implementation plan	10 Workdays	NTP + 2 Weeks
1.2	Execution of on-board survey	5 Workdays, 1 Saturday, and 1 Sunday	NTP + 5 Weeks
1.3	Documentation of on-board survey results	2 Workdays	NTP + 5 Weeks
2	Recommendations		
2.1	Development of proposed recommendations and DRAFT Report	10 Workdays	NTP + 7 Weeks
2.2	Development of FINAL Report and Summary Presentation	5 Workdays	NTP + 9 Weeks
2.3	Development of "Summer Season" timetables for Routes 1, 3, and 4	10 Workdays	NTP + 7 Weeks
3	Meetings		
3.1	Kick-off Meeting	1 Workday	NTP
3.2	Approval of on-board survey methodology, questionnaires, and implementation plan	3 Workday	NTP + 3 Weeks
3.3	Review of on-board survey results	1 Workday	NTP + 5 Weeks
3.4	Approval of proposed recommendations	3 Workday	NTP + 8 Weeks
4	QAQC		
5	Contract Management and Coordination		

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

IV. COMPENSATION

Consultant shall perform the Work detailed in this proposal for a limiting amount, not to exceed, fee of Sixty-Three Thousand Four Hundred and Eighteen Dollars and Zero Cents (\$63,418.00). The City shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount.

Table 4: Summary of Compensation

Task	Task Name	Fee Amount	Fee Basis
1	Data Collection and Evaluation of Existing Conditions	\$26,832.00	Limiting Amount, Not to Exceed
2	Recommendations	\$22,654.00	Limiting Amount, Not to Exceed
3	Meetings	\$2,416.00	Limiting Amount, Not to Exceed
4	QAQC	\$7,920.00	Limiting Amount, Not to Exceed
5	Contract Management and Coordination	\$3,596.00	Limiting Amount, Not to Exceed
Total		\$63,418.00	N/A

V. ADDITIONAL SERVICES

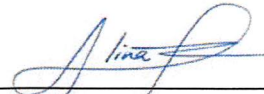
The City may establish an allowance for additional services requested by the City and for unforeseen circumstances, which shall be utilized at the sole discretion of the City.



VI. 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.

Reviewed and approved by:

Rita Carbonell – Chief of Engineering
City of Doral

ESTIMATE OF WORK EFFORT AND COST - PRIME

Project Name: City of Doral Year 2022 On-Board Trolley Survey
 County: Miami-Dade, FL
 Project Length: City of Doral Trolley System

Estimator: Ivan Jimenez Urena, EI
 Date: 5/13/2022

Consultant: Gannett Fleming, Inc.
 Consultant #: N/A

Staff Classification	Principal Engineer	Project Manager	Senior Engineer	Project Engineer	GIS Technician	Clerical	Total Staff Hours	Salary Cost by Activity
Billing Rate	\$210.00	\$205.00	\$180.00	\$145.00	\$96.00	\$79.00		
Task 1	0.00	0.00	0.00	48.00	207.00	0.00	255.00	\$26,832.00
Task 2	0.00	0.00	0.00	94.00	94.00	0.00	188.00	\$22,654.00
Task 3	0.00	6.00	0.00	6.00	0.00	4.00	16.00	\$2,416.00
Task 4	0.00	0.00	44.00	0.00	0.00	0.00	44.00	\$7,920.00
Task 5	0.00	16.00	0.00	0.00	0.00	4.00	20.00	\$3,596.00
Total Staff Hours	0.00	22.00	44.00	148.00	301.00	8.00	523.00	
Total Staff Cost	\$0.00	\$4,510.00	\$7,920.00	\$21,460.00	\$28,896.00	\$632.00		\$63,418.00

PRIME ESTIMATED FEE:	\$63,418.00
SUBCONSULTANTS ESTIMATED FEE:	\$0.00
SURVEY ESTIMATED FEE:	\$0.00
Additional Services (Allowance)	\$0.00
Reimbursables (Allowance)	\$0.00
GRAND TOTAL ESTIMATED FEE:	\$63,418.00

RESOLUTION No. 22-105

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING A WORK ORDER WITH GANNETT FLEMING, INC. TO PERFORM THE 2022 ONBOARD TROLLEY SURVEY AND TROLLEY ROUTE SCHEDULE IN AN AMOUNT NOT TO EXCEED \$63,418.00; AND AUTHORIZING A BUDGET TRANSFER OF \$63,418.00 FROM ACCOUNT No. 101.80005.500341 TO ACCOUNT No. 101.80005.500310 TO PROVIDE SUFFICIENT FUNDING FOR THIS EFFORT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on February 1, 2008 the City of Doral launched a two-year pilot program to provide public transportation via a local circulator with the purpose to help relieve traffic congestion, increase transit ridership, and offset parking shortages; and

WHEREAS, the City of Doral Public Works Department (PWD) continuously reviews the Doral Transit System (DTS) operation to recommend improvements that will allow the City to keep up with passenger demands; and

WHEREAS, in 2010 the PWD began conducting periodic onboard trolley surveys to determine ways to improve efficiency and attract more riders, with the last Onboard Trolley Survey was conducted in 2016; and

WHEREAS, with the impact to transit with stay-at-home orders and shifts in travel due to the COVID-19 Pandemic, the PWD had to adapt with social distancing measures and reduce service as needed; and

WHEREAS, as transit demands and service return to Pre-Pandemic conditions, the PWD requested a proposal from Gannett Fleming to perform the 2022 Onboard Trolley Survey & Trolley Route Schedule; and

WHEREAS, staff respectfully requests authorization for the City Manager to execute Work Order No. 5 for Gannett Fleming, Inc. to perform the 2022 Onboard Trolley Survey & Trolley Route Schedule in an amount not to exceed \$63,418.00, a copy of which is attached as Exhibit "A"; and

WHEREAS, staff respectfully requests authorization for the City Manager to transfer \$63,418.00 available in the Transportation Fund Account No. 101.80005.500341 to Account No. 101.80005.500310 to provide sufficient funding for these services.

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 true and correct and incorporated herein.

Section 2. Approval. The work order between the City and Gannett Fleming, Inc. to perform the 2022 Onboard Trolley Survey & Trolley Route Schedule in an amount not to exceed \$63,418.00 as to form and legality by the City Attorney, and the transfer of \$63,418.00 available in the Transportation Fund Account No. 101.80005.500341 to Account No. 101.80005.500310 to provide sufficient funding for these services is hereby approved.

Section 3. Authorization. The City Manager is authorized to negotiate and execute the work order with Gannett Fleming, Inc., transfer the funds, and expend budgeted funds on behalf of the City in furtherance hereof.

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 Mariaca who moved its adoption. The motion was seconded by Councilmember Cabrera and upon being put to a vote, the vote was as follows:

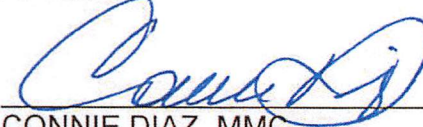
Mayor Juan Carlos Bermudez	Yes
Vice Mayor Digna Cabral	Absent / Excused
Councilman Pete Cabrera	Yes
Councilwoman Claudia Mariaca	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 8 day of June, 2022.



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