



CITY OF DORAL RECORD (MASTER) COPY TRANSMITTAL FORM

OFFICE OF THE CITY CLERK
Page 1 of 1

Transmittal From: Public Works Department
Department

Delivered by: Jennifer Laffita
Name

Date of Transmittal: December 27th, 2010

City Clerk's Date Stamp



The following record (master) copy is being transmitted to the Office of the City Clerk:

- Contract
- Agreement
- Lease
- Deed
- Bond Documentation
- Vehicle Title
- Special Magistrate Order
- Other:
Work Order

Is this record (master) copy to be recorded with the County Clerk? Yes No

Description of Record Copy:

Work order No. 3R for Professional Services; A.D.A Engineering, Inc.
There are 3 sets, please return 2 sets to the PWD.

Office of the City Clerk Administrative Use Only

Received by: Kristha Power

Reviewed for completion by Barbara Hew

Returned to originating Department for the following corrections on N/A.
Date

Archived in the Office of the City Clerk on 1/3/2011 (Date)

Copy provided in electronic format to originating Department on 1/3/11 (Date)

WORK ORDER No.3R FOR PROFESSIONAL SERVICES

TO: A.D.A Engineering, Inc.
8550 NW 33rd Street, Suite 101
Doral, FL 33122

DATE: December 1, 2010

Attn: Alex Vazquez

PROJECT DESCRIPTION:

The City of Doral authorizes the firm of A.D.A Engineering, Inc. to proceed with the Canal Bank Remediation and Stabilization Construction Administration Services – Year 1 as of the date of this Work Order. The work should be performed in accordance with the terms and conditions of the City of Doral Engineering and Architectural Services Contract Master Agreement dated January 23, 2008 and the attached Proposal submitted by your firm for the above referenced project.

The scope of the project will be as described in the Proposals dated September 23, 2009 and November 9, 2010 for limited Construction Administration Services. The schedule requires the work to be rendered until completion of contract for LITB 2010-024 entitled Canal Bank Stabilization.

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 \$25,266.00.

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.


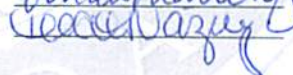
If you fail to execute said Work Order and begin work within ten (10) days, the City of Doral will be entitled to disqualify the Proposal, and revoke the award.

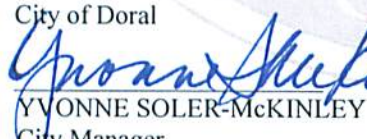
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first above written, in three (3) counterparts, each of which shall, without proof or accounting for the other counterpart be deemed an original Contract.

CONSULTANT: A.D.A Engineering, Inc.

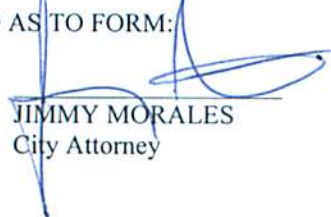
WITNESSES: SEAL:

BY: 
NAME: ALEX VAZQUEZ
TITLE: VICE PRESIDENT

1. 
2. 

OWNER: City of Doral
BY: 
NAME: YVONNE SOLER-McKINLEY
TITLE: City Manager

AUTHENTICATION:
BY: 
NAME: BARBARA HERRERA
TITLE: City Clerk

APPROVED AS TO FORM:
BY: 
NAME: JIMMY MORALES
TITLE: City Attorney



Corporate Office
8550 NW 33rd Street, Suite 101
Doral, Florida 33122
T 305.551.4608
F 305.551.8977
www.adaengineering.com

November 9, 2010

Carlos Arroyo
City of Doral
8300 Northwest 53rd Street, Suite 200
Doral, Florida 33166

RE: Canal Bank Remediation and Stabilization Construction Administration Services – Year 1

Dear Mr. Arroyo:

Per your request, A.D.A. Engineering, Inc. (ADA) is pleased to submit this Service Order proposal for Professional Engineering Services associated with limited Construction Administration Services for Canal Bank Remediation and Stabilization Design Services for Year 1 of the Canal Capital Improvement Plan (CCIP) outlined in the May 2008 Canal Feasibility Study Report (CFSR). As outlined in CFSR, the City of Doral (City) maintains approximately 11 miles of canals within the City, and a number of these canals are shown to have experienced varying levels of erosion. These services are to be performed on the canals showing signs of high levels of erosion with associated adjacent areas as prioritized in *Table 5-10* of the CFSR for Year 1 (Fiscal Year 2008-2009). This Service Order is pertinent to the canal reaches outlined in *Table 1*.

Table 1 – Fiscal Year 2008-2009 High Erosion Zone Canals

Northline Canal (NW 25th Street Canal)	
Between NW 97th and 99th Avenue	1,300 lf
C2 Extension Canal (NW 117th Avenue Canal)	
Between NW 25th and 34th Street	2,800 lf
Between NW 50th and 58th Street	2,600 lf
TOTAL	6,700 lf

This Service Order will be an integral part of the "General Consultants for Engineering and Architectural Services" agreement between the City and ADA. This Service Order defines the scope of work, schedule, exclusions, and compensation for the professional engineering services associated with this project.

I. SCOPE OF WORK

ADA will provide limited Construction Administration Services during construction to assist the City in obtaining a complete project. ADA's scope for the anticipated Construction Administration Services consists of the following tasks and assumptions:

1. Attend up to eight (8) sites visits to observe construction, address contractor questions in the field, and perform final close out observation.
2. Attend up to six (6) bi-monthly progress meetings.
3. Review and approve or take other appropriate action upon the shop drawings, samples, and other submissions furnished by the Contractor and submitted to ADA. ADA will determine if the shop drawings, samples, and other submissions reasonably conform to the design concept of the project and the requirements of the Contract Documents. Such action(s) will be taken seven (7) calendar days from receipt of the submittal by ADA's Doral Office. We understand that City's Construction Engineering Inspection (CEI) consultant will maintain a log of all Contractor submittals that will include the submittal date, the action taken, and the date returned. For budgeting purposes, the man-hour budget was developed assuming that five (5) shop drawings will be reviewed with a total of five (5) re-submittals. It is also assumed that each shop drawing and re-submittal will be reviewed for two (2) hours on average. It is also assumed that ADA's geotechnical sub-consultant, Dunkelberger Engineering and Testing (DET), will assist in reviewing a total of four (4) shop drawings.
4. Provide design clarifications and recommendations to assist the City in resolving field issues relating to the construction. For budgeting purposes, it is assumed that a total of six (6) Contractor's request for design clarifications and recommendations will be required for this project. The man-hour budget assumes that each request for clarification will require four (4) hours of effort including the required documentation effort. ADA's geotechnical sub-consultant, DET, will also assist in addressing one (1) Contractor's request for design clarification and recommendation.

II. SCHEDULE

We are prepared to initiate our work within one week of receiving your written authorization of this proposal. ADA will complete the work outlined in the Scope of Work in accordance with the construction schedule.

Mr. Carlos Arroyo

RE: Canal Bank Remediation and Stabilization Construction Administration Services – Year 1

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III. 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:

- Performing field site visits and construction inspection services (it is assumed that ADA will perform required field sites visits and construction inspection services as part of A&P Consulting Transportation Engineers' recent contract with the City, in which ADA is a sub-consultant to A&P)
- Scheduling and cost estimating services
- Preparing construction "record drawings"

IV. COMPENSATION

ADA will be compensated for the services described above on a time and material basis not to exceed a fee of \$15,159.00, in accordance with the "General Consultants for Engineering and Architectural Services" agreement between the City and ADA. Table 2 (attached) shows the 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 Alberto Argudin, P.E. or myself at (305) 551-4608.

A.D.A. ENGINEERING, INC.



Alex Vazquez, P.E.
Project Manager

Enclosures: Table 2: Fee Estimate

Cc: Alberto D. Argudin, PE, ADA



TABLE 2
CITY OF DORAL
CANAL CAPITAL IMPROVEMENT PLAN
CANAL BANK REMEDIATION AND STABILIZATION CONSTRUCTION ADMINISTRATIVE SERVICES
FISCAL YEAR 2008-2009 - HIGH EROSION ZONES
FEE ESTIMATE

Date Estimated: November 9, 2010

WORK ACTIVITY	ADA EMPLOYEE CLASSIFICATION					TOTAL HOURS	TOTAL ADA LABOR COST	SUB-CONSULTANTS		ADA 10% Sub-Consultant Markup	ESTIMATED EXPENSES	TOTAL FEE
	Principal	Project Manager/ Sr. Project Engineer	Project Engineer/ GIS	CADD Technician	Admin. Assistant			DET COST	FRA COST			
HOURLY RATE	\$250.00	\$195.00	\$115.00	\$80.00	\$55.00							
Task 1 - Project Coordination and Data Collection												
1. Attend field Site Visits (8 sites visits, 2 hr each)		16			2	18	\$3,230.00				\$161.50	\$3,391.50
2. Attend Bi-monthly Progress Meetings (6 meetings, 2 hr each)		12			2	14	\$2,450.00				\$122.50	\$2,572.50
3. Review shop drawings (5 shop drawings, 5 resubmittals)		8	16		2	26	\$3,510.00	\$1,150.00		\$115.00	\$175.50	\$4,950.50
4. Address contractor's RFIs (6 RFIs)		10	12		2	24	\$3,440.00	\$575.00		\$57.50	\$172.00	\$4,244.50
TOTALS		46	28		8	82	\$12,630.00	\$1,725.00		\$172.50	\$631.50	\$15,159.00