

**WORK ORDER No. 3 FOR PROFESSIONAL SERVICES**

TO: A&P Consulting Transportation Engineers  
10305 N.W. 41 Street, Suite 115  
Miami, Florida 33178  
(305) 592-7283

DATE: October 4, 2018

The City of Doral authorizes the firm of A&P Consulting Transportation Engineers to provide Construction Engineering & Inspection (CEI) services for Year 5(B) of the Canal Bank Stabilization Program as of the date of this work order. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Agreement between A&P Consulting Transportation Engineers and the City of Doral dated January 30, 2018, and the attached Proposal dated November 17, 2014 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 A&P Consulting Transportation Engineers for the Supplemental Services. The scope of service will include the inspection of installation of bank stabilization system, inspection of construction of bicycle/pedestrian path, and the inspection of guard rail removal and installation. The performance of services associated with this Work Order will be executed on a time and material basis not to exceed the amount of \$108,992.04.

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 30, 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: A&P Consulting Transportation Engineers

BY: [Signature]  
NAME: Antonio G. Acosta  
TITLE: President

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

WITNESSES:  
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



Corporate Office  
8550 NW 33<sup>rd</sup> Street, Suite 202  
Doral, Florida 33122  
T 305.551.4608  
F 305.551.8977  
www.adaeng.net

November 17, 2014

Mr. Carlos Arroyo  
City of Doral  
Public Works Department  
8300 NW 53<sup>rd</sup> Street, Suite 200  
Doral, Florida 33166

**RE: Construction Engineering Inspection (CEI) Services – Year 6  
Dressels Canal from NW 97<sup>th</sup> Avenue to NW 87<sup>th</sup> Avenue**

Dear Mr. Arroyo:

Per your request, A.D.A. Engineering, Inc. (ADA) is pleased to submit this Service Order proposal for limited Construction Administration services associated with the construction of Dressels Canal from NW 87<sup>th</sup> Avenue to the Palmetto Expressway. This Service Order will be an integral part of the General Engineering/Architectural Services (RFQ 2014-16) agreement between the City of Doral (City) and ADA. ADA will retain A&P Consulting Transportation Engineers (APCTE) for the construction management phases for this project. This Service Order defines the scope of work, schedule, exclusions, and compensation for the professional engineering services associated with this project.

## **I. GENERAL**

Pursuant to the Scope of Work of the Professional Service Agreement, APCTE will provide construction management services in support of the City of Doral Department of Public Works, for the above mentioned project. APCTE 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, APCTE will verify quantities installed by the Contractor and make payment recommendation to the City.

As part of this project ADA will 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- Inspection of Construction of Bicycle/Pedestrian Path
- G. Task 7- Material Testing Certification and Geotechnical Investigations if Needed
- H. Task 8- Inspection of Guard Rail Removal and 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**

APCTE 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.

APCTE will coordinate with the Contractor to ensure that all field changes are incorporated in the as-built plans. ADA will perform periodic site visits to ensure that the construction meets the intent of the design. ADA and APCTE will coordinate and attend a substation 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**

APCTE will review and request the contractor for any change needed to be made

to the proposed job schedule.

### **Task 3- Contractor MOT Compliance**

APCTE will review the MOT plans received at the preconstruction meeting for compliance. APCTE also will review the contractor's Maintenance of Traffic Plan and request the contractor for any changes needed to be made prior construction commencement. APCTE inspector will inspect on a daily basis the setup of the MOT on site to verify compliance with the MOT plan.

### **Task 4- Contractor Control of Erosion and Sedimentation Plan**

APCTE will review the Erosion and Sedimentation Control Plan and will provide the contractor with any comments or amendments needed to be implemented by the contractor. Daily inspections on the site will ensure the contractor compliance with the Plan. Turbidity measurements will be done regularly through the project to verify the turbidity levels are kept below the 29 NTUs as well as the use by the contractor of Turbidity barriers in the work zone and the installation and good 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 the Canal Bank Stabilization System is constructed in reasonable close conformance to the approved contract plans and specifications. During the preparation of the banks the APCTE senior inspector in charge 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. In case of material accidentally falling into the canals the APCTE senior inspector will record and report the amount of material to assure its complete removal from the bottom of the canal before the contractor leaves the area. Special attention will be required during construction of the base for the staked canal bank stabilization to ensure a flat horizontal bottom surface to provide stable base for the whole system and prevent the No. 57 rock to roll down the canal. 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, APCTE will also coordinate with adjacent property owner to ensure property owners are not impacted and to address their 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 in question meets the criteria of quality called for in the contract documents to ensure it will perform as expected throughout the service period. A hard copy of this certification will be kept as part of the project records.

#### **Task 6- Inspection of Construction of Bicycle/Pedestrian Path**

APCTE senior inspector will inspect the layout of the path on site to verify if it was constructed following the intent of the plans and will notify the contractor of any deviation found.

Clearing and grubbing will consist on the removal of the first 12" inches of existing soil 12 feet wide to accommodate the subgrade. The CEI senior inspector will check the depth of the excavation and ensure the removal of any unsuitable material if it is found. Density tests and a Modified Proctor test will be done for the material to be used to verify the achievement of a density equal or greater than 95% of the Modified Proctor. A separate density logbook will be kept and density readings will be entered on the logbook for every lot of subgrade constructed.

The 6" thick rock base will be also tested for density following the same compaction criteria. Prior to the asphalt paving installation the rock base will be inspected for cross slope and straight edge compliance. The prime coat of the base will be checked for spread rate compliance verification as well as the asphaltic concrete spread rate. The asphalt density will be measured using the Marshall Density nuclear gage. The ON and OFF ramps on the sidewalks will be checked to verify ADA compliance.

#### **Task 7- Material Testing Certification and Geotechnical Investigations if Needed**

The Contractor will be responsible for performing all required testing. APCTE will contact the Testing Lab Services retained by the Contractor to perform the required material testing and will keep a record of Material Certifications for all the materials used in the project. APCTE will also verify that all testing meets the criteria outlined in the plans and specifications.

#### **Task 8- Inspection of Guard Rail Removal and Installation**

The guardrail removal and replacement will be also inspected to verify compliance with plans and specifications.

#### **Task 9- Inspection of Sod Installation and Final Restoration**

The APCTE senior inspector will ensure the contractor restores any damaged or impacted area to the existing conditions along the canal. The APCTE senior inspector will prepare a video record and take pictures of the whole area involved in the construction as well as sensitive areas in the vicinity of the project to provide image documentation of the existing conditions prior the construction activities taking place.

#### **Task 10- Utility Coordination and Utility Damaged Report**

The Utility Companies will be invited to the preconstruction meeting to discuss and address any conflict between their utility and the project. APCTE will proactively address all utility conflicts/issues to avoid impacts to the project. If, however, the contractor damages a utility during construction a corresponding Utility Damaged Report will be prepared by the APCTE senior inspector on the field.

#### **Task 11- Revision and Approval of Monthly Payments Estimates**

The APCTE Project Administrator will be responsible for the review and approval of contractor's monthly payment requests and engineering and entitlement analyses for change orders' approval.

#### **Task 12- Conduct Construction Progress Meetings**

The APCTE 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.

#### **Task 13- Generate a Daily Report**

The APCTE senior inspector will generate a daily report and document events of relevance while performing tasks 4 through 10.

#### **Task 14 – Project Certification**

APCTE will coordinate with the Contractor to ensure that all field changes are incorporated in the as-built plans. ADA will perform periodic site visits to ensure that the construction meets the intent of the design. ADA will review the as-built plans, and if they 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.

### **III. SCHEDULE**

APCTE and ADA will submit the Deliverables and perform the Work in accordance with the construction schedule for the project. The proposal is for a contract duration time of 180 Calendar Days.

### **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 and APCTE shall perform the Work detailed in this Proposal for an Hourly Rate, Not to Exceed fee of \$141,731.36 in accordance with the General Engineering/Architectural Services (RFQ 2014-16) 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 and applicable sub-consultant fees. Attached is also the proposal from APCTE.

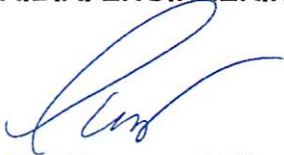
This Proposal is based exclusively on the staff outlined in the attached Estimate of Work Effort Schedule. If multiple crews are used by the Contractor, APCTE may require additional construction inspectors to monitor simultaneous work. The City shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount. Reimbursable Expenses if applicable, shall be utilized in accordance with the Agreement Provisions and shall conform to the limitations of Florida Statutes § 112.061.

Mr. Carlos Arroyo  
RE: Year 6 CEI Proposal  
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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 Alex Vazquez at (305) 551-4608.

Sincerely,

**A.D.A. ENGINEERING, INC.**

A handwritten signature in blue ink, appearing to read 'Alex Vazquez', with a large, sweeping flourish extending to the right.

Alex Vazquez, P.E.  
Project Manager

Enclosures: Fee Estimate  
APCTE Proposal





CITY OF DORAL  
**GENERAL ENGINEERING/ARCHITECTURAL SERVICES RFQ 2014-16**  
**CONSTRUCTION ENGINEERING INSPECTION SERVICES (CEI)**  
**DRESSELS CANAL FROM NW 97<sup>TH</sup> AVENUE TO NW 87<sup>TH</sup> AVENUE (YEAR 6)**

Date: 11/17/14

WORK ACTIVITY	ADA EMPLOYEE CLASSIFICATION						TOTAL HOURS	TOTAL ADA LABOR COST	ESTIMATED EXPENSES <sup>1</sup>	TOTAL FEE
	Principal	Project Manager	Senior Engineer	Project Engineer/ GIS	CADD Technician	Inspector				
<b>HOURLY RATE</b>	\$175.00	\$172.00	\$145.00	\$125.00	\$80.00	\$73.00				
Task 1A – Pre-construction Meeting and Project Coordination		4		24			28	\$3,688.00	\$111	\$3,799
Task 1B – Approve Shop Drawing Submittals		4		20			24	\$3,188.00	\$96	\$3,284
Task 11 – Approve Contractor Pay Applications		2		16			18	\$2,344.00	\$70	\$2,414
Task 14A – Periodic Site Visits for Certification Purposes		8		36		40	84	\$8,796.00	\$264	\$9,060
Task 14B – Create Punchlist for Substantial Completion		2		12			14	\$1,844.00	\$55	\$1,899
Task 14C – Review and Approve As-Built Drawings		1		4			5	\$672.00	\$20	\$692
Task 14D – Produce Certification Letter to Close-out permit		1		4			5	\$672.00	\$20	\$692
<b>Total Hours</b>		22		116		40				
<b>Total Fee</b>		\$3,784.00		\$14,500.00		\$2,920.00	178	\$21,204.00	\$636	\$21,840.12

Notes: 1- Expenses assumed at 3% of labor

SUMMARY OF TOTALS					
Sub Consultant	Sub Consultant Fee		Management Fee	Total Fee	Notes
ACPTE	\$108,992.04		\$10,899.20	\$119,891.24	
<b>TOTALS</b>	<b>\$108,992.04</b>		<b>\$10,899.20</b>	<b>\$119,891.24</b>	

Note: Management Fee is 10% of Subconsultant Fee

**TOTAL FEE WORK AUTHORIZATION = \$141,731.36**

**RESOLUTION No. 18-131**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE CITY MANAGER TO AMEND AND REDUCE THE SCOPE OF SERVICES ON RESOLUTION No. 14-142 OF ADA ENGINEERING'S PROGRAM MANAGEMENT CONTRACT; AUTHORIZING THE CITY MANAGER TO EXECUTE A WORK ORDER FOR THE CONSTRUCTION ENGINEERING AND INSPECTION SERVICES TO A&P CONSULTING TRANSPORTATION ENGINEERS FOR YEAR 6 (5B) OF THE CANAL BANK STABILIZATION PROGRAM IN THE AMOUNT NOT TO EXCEED \$108,992.04; AUTHORIZING THE CITY MANAGER TO EXECUTE THE WORK ORDER AND EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, on September 10<sup>th</sup>, 2014, the City Council for the City of Doral (the "City") passed and adopted Resolution No. 14-142, awarding ADA Engineering the Program Management of Year 5 and Year 6 (5B) of the Canal Bank Stabilization Program, which included the design, and the construction, engineering, and inspection ("CEI") services for these program years; and

**WHEREAS**, on April 11<sup>th</sup>, 2018, Resolution No. 18-62 was passed authorizing the City Manager to enter into a Local Agency Agreement with the Florida Department of Transportation in order to receive \$1,000,000 in grant funding for the construction of Year 5B of the Canal Bank Stabilization Improvements; and

**WHEREAS**, regulations set by the State of Florida and Florida Department of Transportation do not allow for the same firm to perform design and CEI services on a project that has been awarded grant funding; and

**WHEREAS**, to comply with these regulations, the City is required to amend the current contract with ADA Engineering to reduce the scope of services to only include post

design engineering services for Year 5B of the Canal Bank Stabilization Improvements;  
and

**WHEREAS**, ADA's program management proposal included a partnership with A&P Consulting Transportation Engineer for the CEI Services for this program year; and

**WHEREAS**, A&P Consulting Transportation Engineer 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 November 2017; and

**WHEREAS**, Staff recommends that the City Council approve the Work Order with A&P Consulting Transportation Engineer to proceed with the CEI services for Year 5B of the Canal Bank Stabilization Improvements; in an amount not to exceed \$108,992.04.

**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 A&P Consulting Transportation Engineer for the provision of CEI services for Year 5B of the Canal Bank Stabilization Improvements, in an amount not to exceed \$108,992.04, attached hereto as Exhibit "A", which is incorporated herein and made a part hereof by this reference is hereby approved. The corresponding reduction in ADA's scope of work is hereby approved.

**Section 3. Authorization.** The City Manager is authorized to execute the work orders and expend budgeted funds on the behalf of the City.

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

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Ana Maria Rodriguez	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Claudia Mariaca	Yes

PASSED AND ADOPTED this 8 day of August, 2018.

  
\_\_\_\_\_  
JUAN CARLOS BERMUDEZ, 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