

**WORK ORDER No. 13 FOR PROFESSIONAL SERVICES**

TO: EAC Consulting Inc.  
5959 Blue Lagoon Drive, Suite 410  
Miami, Florida 33126  
(305) 265-5400

DATE: April 28, 2020

The City of Doral authorizes the firm of EAC Consulting Inc. to provide professional engineering design services for the provision of Post Design Services for the stormwater improvement project along NW 50<sup>th</sup> Street between NW 112<sup>th</sup> Avenue and NW 114<sup>th</sup> Avenue. Where EAC Consulting 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 November 2017 through Resolution 17-202. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Agreement approved between EAC Consulting Inc. and the City of Doral dated February 26, 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 EAC Consulting Inc. dated April 9, 2020 for Post Design Services for the stormwater improvement project along NW 50<sup>th</sup> Street between NW 112<sup>th</sup> Avenue and NW 114<sup>th</sup> Avenue. The schedule requires the scoped of work to be completed within three (3) months of Notice to Proceed. 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 Materials basis with a not to exceed amount of \$13,665.00.

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 26, 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.

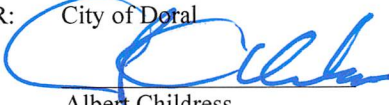
CONSULTANT: EAC Consulting Inc.


WITNESSES:

SEAL:


BY:   
NAME: Michael Adeife, PE  
TITLE: Senior Vice President

1.   
2. \_\_\_\_\_

OWNER: City of Doral  
BY:   
NAME: Albert Childress  
TITLE: City Manager

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



April 9, 2020

Ms. Stephanie Bortz, CFM  
Stormwater Utility Manager  
City of Doral Public Works Department  
8401 NW 53 Terrace  
Doral, FL 33166

**Re: Continuing Professional Services Final Agreement - RFQ # 2017-21  
Roadway Drainage Design along NW 50<sup>th</sup> Street, from NW 112<sup>th</sup> Avenue to NW 114<sup>th</sup> Avenue  
Supplemental Services - Construction Administration Services**

EAC Consulting, Inc. (EAC) respectfully submits this proposal to the City of Doral (City) to provide supplemental limited construction administration services for the roadway drainage improvements proposed along NW 50th Street, from NW 112th Avenue to NW 114<sup>th</sup> Avenue.

### **PROJECT OVERVIEW**

Closed French drain system/s will be constructed along NW 50<sup>th</sup> Street, from NW 112<sup>th</sup> Avenue to NW 114<sup>th</sup> Avenue to alleviate flooding. The approximate length of the French drain improvements is 1,100 linear feet (LF).

### **SCOPE OF SERVICES**

The following items are included in the scope of work:

- Task 1 – Shop Drawing/Technical Submittal Reviews
  - Review up to fifteen (15) shop drawings/technical submittals
- Task 2 – Address Requests for Information (RFIs)
  - Address up to five (5) requests for information (RFIs)
- Task 3 – Construction Administration
  - Attend one (1) pre-construction meeting
  - Provide periodic site visits (3 total)
  - Attend one (1) progress meeting
  - Project close-out
    - Provide close-out site visit (2 total)
      - One (1) site visit at Substantial Completion
      - One (1) site visit at Final Completion
    - Review as-builts
    - Provide permit certifications

## **LIST OF SCOPE ACTIVITIES**

The following Task descriptions outline and describe the associated level of effort.

### **TASK 1 – SHOP DRAWING/TECHNICAL SUBMITTAL REVIEWS**

EAC will review and provide comments on applicable shop drawings and technical submittals required by the Contract Documents. For scoping purposes, EAC will review and provide comments on up to fifteen (15) shop drawings or technical submittals required by the Contract Documents. Each review includes up to one resubmittal review for correction and revision by the Contractor per submittal package. The reviews will include comparison of the Contractor's submitted documents to the requirements of the Contract Documents.

In addition, any substantial deviation from the project requirements will be documented and returned to the Contractor and the City with instructions on how to proceed based on the severity and nature of the deficiencies encountered. Once the Contractor has substantially met the project requirements, EAC will return the submittal package with no comments to the Contractor and the City. This task will not include the review and approval of material substitutions or evaluation of bid alternates or value engineering.

### **TASK 2 – ADDRESS REQUESTS FOR INFORMATION (RFIs)**

EAC will answer and address the Contractor's Request for Information (RFI), which requires interpretation of the plans and specifications. For budgeting purposes, it is anticipated that up to 5 RFIs will be addressed as part of this task. EAC will prepare and maintain a submittal and RFI log, which will document and track the dates and results of all reviews. The log will be periodically updated and will be reviewed during the construction progress meetings.

### **TASK 3 – CONSTRUCTION ADMINISTRATION**

**EAC's Construction Administration effort is anticipated to include the following sub-tasks.**

#### **Project Duration**

For the purpose of this scope and fee proposal, it is anticipated that the construction duration will be 30 days from Notice to Proceed to achieve Substantial Completion followed by 10 days for the project closeout.

#### **MEETINGS**

##### **Pre-Construction Meeting**

EAC will prepare for and attend one (1) Pre-Construction meeting and provide answers regarding design intent related questions from the Contractor and Subcontractors. Participation in this task will involve EAC's Engineer of Record. Pre-Construction meeting may also include utility agency owners (UAOs) and a representative from adjacent projects by others (NW 114th Ave.)

#### **FIELD REVIEWS**

##### **Site Visits**

EAC will conduct periodic site visits in order to observe construction at intervals appropriate to the various stages of construction to observe the progress and quality of the work and to determine, in

general, if the work is proceeding in accordance with the intent of the Contract Documents. For each site visit, EAC will prepare field reports within five (5) working days of the field visit, to record the events that took place on the project site during the visit, Contractor performance and other significant construction related matters. For the purpose of estimating, EAC anticipates conducting up to two (2) site visits during construction.

## **PROJECT CLOSEOUT**

### **Substantial Completion and Final Completion**

EAC will inspect the constructed work at the Substantial Completion and Final Completion milestones. EAC will coordinate with City of Doral representatives in order to verify the completion of the construction contract and assist the City of Doral with developing Substantial and Final Punch Lists.

### **Permit Close-out Services**

EAC will perform services to close-out permits and provide appropriate certifications and clearances to the permitting and jurisdictional agencies listed below:

- Miami-Dade RER (DERM)

## **SCHEDULE**

EAC will complete the work outlined in the Scope of Work in accordance with the construction schedule (estimated at approximately 40 days from Notice to Proceed).

## **EXCLUSIONS**

The services listed 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
- Provide bid alternates
- Perform video inspection of existing drainage system
- Attend commission meetings
- Prepare as-built plans
- Perform any geotechnical testing
- Review and approve payment requisitions
- Provide baseline schedule review or subsequent monthly updates
- Construction Engineering and Inspection (CEI) Services
- Review and process Field Orders, Change Order Requests, and Claims
- Coordination for Geotechnical Engineering Services during Construction
- Post Construction Warranty Inspections

## **COMPENSATION**

The fees for professional services were developed in accordance with the billing rates established between EAC and the City of Doral under the referenced agreement. Our time and materials fee proposal breakdown is as follows:

Major Task Name and/or Part Description	Fee Amount
<b>Professional Services:</b>	
TASK 1 – SHOP DRAWING/TECHNICAL SUBMITTAL REVIEWS	\$2,290.00
TASK 2 – REQUESTS FOR INFORMATION (RFIs)	\$4,425.00
TASK 3 – CONSTRUCTION ADMINISTRATION	\$6,950.00
<b>Sub-Total [CONSTRUCTION ADMINISTRATION SERVICES] (T&amp;M)</b>	<b>\$13,665.00</b>
Reimbursables	\$0.00
<b>GRAND TOTAL (NTE)</b>	<b>\$13,665.00</b>

This proposal is based on our understanding of the requirements for construction administration services as itemized under the anticipated tasks listed above. Accordingly, we reserve the right to modify this proposal due to any changes in scope. If the above fee proposal and the terms above are acceptable to you, please provide us with a work authorization so we may begin work.

We look forward to our continued services to the City of Doral.

Please contact me at [ddyer@eaconsult.com](mailto:ddyer@eaconsult.com) or (305) 265-5464 should you have any questions regarding this proposal.

Sincerely,  
EAC Consulting, Inc.



Darren Dyer, P.E.  
Drainage Engineer/Project Manager  
cc: Huntley Higgins, P.E.; Michael Adeife, P.E.; Contracts File

Attached: Appendix A – EAC Consulting, Inc. Fee Proposal

**APPENDIX A – EAC CONSULTING, INC. FEE PROPOSAL**



**ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

Name of Project:  
County:  
FPN:  
FAP No.:

Roadway Drainage Design along NW 50th Street\_Construction Administration Services  
Miami-Dade  
RFQ # 2017-21  
N/A

Consultant Name: EAC Consulting  
Consultant No.: enter consultants proj. number  
Date: 4/9/2020  
Estimator: insert name

Staff Classification	Hours From 'SH Summary - Firm'	Project Manager	Senior Engineer	Project Engineer	Cadd Technician	Staff Classification 5	Staff Classification 6	Staff Classification 7	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$170.00	\$164.00	\$130.00	\$65.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
1. Shop Drawing/Technical Submittal Reviews (maximum 15)	0	2	0	15	0	0	0	0	0	0	0	0	0	17	\$2,290	\$134.71
2. Address Requests for Information (RFIs) (maximum 5)	0	4	5	15	15	0	0	0	0	0	0	0	0	39	\$4,425	\$113.48
3. Construction Administration																
3.1. Provide Periodic Site Visits (2 total)	0	1	8	2	0	0	0	0	0	0	0	0	0	11	\$1,742	\$150.36
3.2 Attendance at Meetings (1 total - Pre-Construction)	0	0	3	0	0	0	0	0	0	0	0	0	0	3	\$492	\$164.00
3.3. Project Closeout	0	4	4	16	20	0	0	0	0	0	0	0	0	44	\$4,716	\$107.18
<b>Total Staff Hours</b>	0	11	20	48	35	0	0	0	0	0	0	0	0	114		
<b>Total Staff Cost</b>		\$1,870.00	\$3,280.00	\$6,240.00	\$2,275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$13,665.00	\$119.97

Survey Field Days by Subconsultant  
4 - Person Crew:

- Notes:  
1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.  
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:		Check =	\$13,665.00	\$13,665.00
OVERHEAD:		0%		\$0.00
OPERATING MARGIN:		0%		\$0.00
FCCM (Facilities Capital Cost Money):		0.00%		\$0.00
EXPENSES:		0.00%		\$0.00
Survey (Field - if by Prime)	0	4-person crew days @	\$ - / day	\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$13,665.00</b>
Subconsultant: Sub 1				\$0.00
Subconsultant: Sub 2				\$0.00
Subconsultant: Sub 3				\$0.00
Subconsultant: Sub 4				\$0.00
Subconsultant: Sub 5				\$0.00
Subconsultant: Sub 6				\$0.00
Subconsultant: Sub 7				\$0.00
Subconsultant: Sub 8				\$0.00
Subconsultant: Sub 9				\$0.00
Subconsultant: Sub 10				\$0.00
Subconsultant: Sub 11				\$0.00
Subconsultant: Sub 12				\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$13,665.00</b>
Geotechnical Field and Lab Testing				\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$13,665.00</b>
Optional Services				\$0.00
<b>GRAND TOTAL ESTIMATED FEE:</b>				<b>\$13,665.00</b>