

WORK ORDER No. 1 FOR PROFESSIONAL SERVICES

TO: CHA Consulting, Inc.
8935 NW 35th Lane, Suite No.200,
Doral, FL 33172

DATE: September 11, 2024

The City of Doral authorizes the firm of CHA Consulting, Inc. to proceed with Project Management and Construction Engineering and Inspection (CEI) Services for the construction phase of ITB 2024-09 Section 7 Traffic Calming Improvements. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Agreement between CHA Consulting, Inc. and the City of Doral dated June 3, 2024, and the attached Proposal dated August 1, 2024, that was 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 CHA Consulting, Inc. dated August 1, 2024. 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 \$88,806.70.

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.

This Work Order incorporates the terms and conditions set forth in the Continuing Services Agreement dated June 3, 2024, 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. The Work Order is not binding until the City of Doral approves and fully executes 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: CHA Consulting, Inc.

BY: DR
NAME: David Rakvica
TITLE: Vice President

WITNESSES: SEAL:
1. [Signature]
2. [Signature]



OWNER: City of Doral

BY: [Signature]
NAME: Rey Valdes
TITLE: City Manager

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: Gastesi, Lopez & Mestre, PLLC
TITLE: City Attorney

RESOLUTION No. 24-217

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING A WORK ORDER WITH CHA CONSULTING, INC. FOR THE PROVISION OF PROJECT MANAGEMENT AND CONSTRUCTION ENGINEERING AND INSPECTION SERVICES (CEI) ASSOCIATED WITH INVITATION TO BID #2024-09 "SECTION 7 TRAFFIC CALMING IMPROVEMENTS" IN AN AMOUNT NOT TO EXCEED \$88,806.70; RECOGNIZING THAT CHA CONSULTING, INC. IS A CITY OF DORAL PRE-QUALIFIED VENDOR; AUTHORIZING THE CITY MANAGER TO EXECUTE THE WORK ORDER AND EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, ITB 2024-09 Section 7 Traffic Calming Improvements was issued on June 28, 2024, and advertised on the City's Website, Vendor Registry and on DemandStar; and

WHEREAS, a "non-mandatory" pre-bid meeting was held on July 8, 2024, and submittals were received and opened on July 30, 2024; and

WHEREAS, The Public Works Department (PWD) requested a proposal from CHA Consulting, Inc. for the provision of Project Management and Construction Engineering Inspection (CEI) Services during the construction phase of ITB 2024-09 Section 7 Traffic Calming Improvements; and

WHEREAS, CHA Consulting, Inc. will provide day-to-day oversight of the construction, ensuring that the improvements are constructed consistent with the approved plans; and

WHEREAS, the award recommendation for the construction phase of ITB 2024-09 Section 7 Traffic Calming Improvements will be presented to the Mayor and the City Councilmembers at the September 11, Council Meeting; and

WHEREAS, the contract between CHA Consulting, Inc. and the City of Doral was procured through the publicly advertised Request for Qualification (RFQ) #2023-08 process to select a pool of pre-qualified Engineering and Architecture firms. This group of ten (11) firms was approved by the City Council during the March 13, 2024, Council meeting via Resolution No. 24-54 (approved 5-0); and

WHEREAS, the scope of services for this work order includes full-time Project Management and Construction Engineering and Inspection (CEI) services for the anticipated 180 calendar day duration of the project; and

WHEREAS, staff respectfully request authorization for the City Manager to execute Work Order No. 1 with CHA Consulting, Inc. for the provision of Project Management and Construction Engineering and Inspection (CEI) services of ITB 2024-09 Section 7 Traffic Calming Improvements, in an amount not to exceed \$88,806.70; and

WHEREAS, funding for this request is available from the Public Works Transportation Fund, "Construction in Progress" Account, Account Num. 101.80005.500650.

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 of Doral and CHA Consulting, Inc. for Project Management and Construction Engineering Inspection (CEI) Services during the construction phase of ITB #2024-09 Section 7 Traffic Calming Improvements, in an amount not to exceed \$88,806.70, a copy which is attached hereto as Exhibit "A", together with such non-material changes as may be acceptable to the City Manager and approved as to form and legality by the City Attorney is hereby approved.

Section 3. Authorization. The City Manager is authorized to execute the work order with CHA Consulting, Inc. 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 Pineyro who moved its adoption. The motion was seconded by Vice Mayor Puig-Corve and upon being put to a vote, the vote was as follows:

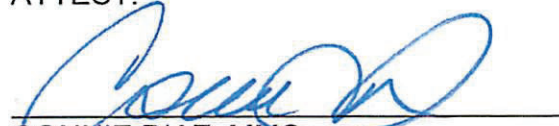
Mayor Christi Fraga	Yes
Vice Mayor Oscar Puig-Corve	Yes
Councilwoman Digna Cabral	Yes
Councilman Rafael Pineyro	Yes
Councilwoman Maureen Porras	Yes

PASSED AND ADOPTED this 11 day of September, 2024.



CHRISTI FRAGA, 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:



LORENZO COBIELLA
GASTÉSI, LOPEZ & MESTRE, PLLC
CITY ATTORNEY

EXHIBIT “A”



August 1, 2024

Mr. Julio Amoedo, MPA, CGC, CUC, GEC
Chief of Construction
City of Doral
Department of Public Works

8401 NW 53rd Terrace
Doral, FL 33166
T (305) 593-6740 Ext. 6018
F (305) 593-6617

CONSULTANT WORK ORDER
Professional Services Agreement 2023-08
Section 7 Traffic Calming Improvements

Dear Mr. Amoedo,

CHA Consulting (CHA) proposes to provide the services identified below for the project entitled “**Construction of Section 7 Traffic Calming Improvements**”.

I. GENERAL

Pursuant to the Scope of Work of the Professional Service Agreement 2023-08, CHA shall provide professional services in support of the City’s Department of Public Works for the above-mentioned project, for the construction of Section 7 Traffic Calming Improvements. CHA shall provide Construction Engineering & Inspection (CEI) by field observation and oversight services to ensure construction of improvements is in reasonably 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, CHA will verify quantities installed by the Contractor and make payment recommendation to the City. Both services shall be accomplished within the following tasks:

II. SCOPE OF WORK

- A. *Task 1 - Monitor MOT Compliance & Safety, Directional Boring, Roadway Work, Asphalt Work, Electrical Work, Signage, Landscaping, Striping, Clearing and Grubbing, & Concrete*
- B. *Task 2 – Provide weekly updates, logging RFIs and Shop Drawings that are submitted, Project Meetings, Assisting with Permit Coordination, Reviewing Contractor Invoices & Providing Recommendation for Payment, Review Potential Change Orders and Provide Recommendation, Project Close Out.*

CHA will generate daily reports and document events of relevance while performing tasks 1 through 2.

III. SCHEDULE OF WORK – TIME OF PERFORMANCE

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

<i>Deliverable</i>	<i>Anticipated Delivery Date</i>
Daily Construction Reports	Prepared daily and submitted in a package at the completion of the job
Review of Pay Estimate	Monthly Certification Letter and Final Certification at the completion of the job

<i>Task</i>	<i>Task Name</i>	<i>Duration</i> <small>(specify weeks, months, calendar or working days)</small>	<i>Projected Start date</i>
1	Monitor MOT Compliance & Safety, Directional Boring, Roadway Work, Asphalt Work, Electrical Work, Signage, Landscaping, Striping, Clearing and Grubbing, & Concrete	120 Days	NTP 2
2	Provide weekly updates, logging RFIs and Shop Drawings that are submitted, Project Meetings, Assisting with Permit Coordination, Reviewing Contractor Invoices & Providing Recommendation for Payment, Review Potential Change Orders and Provide Recommendation, Project Close Out	180 Days	NTP 1

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

CHA will provide the City with the Services defined by Task 1 through Task 2, above. The anticipated Notice to Proceed 1 for these Services is: September 30, 2024. As requested, the proposal is for a duration time of 210 Calendar Days (180 Construction days plus 0 days of preconstruction preparation and 0 days for project close out) and anticipated Notice to Proceed 2 for construction to commence is November 29, 2024, the projected duration for onsite construction inspection is 120 Calendar days.

IV. COMPENSATION

CHA shall perform the Work detailed in this Proposal for an Hourly Rate, Not to Exceed fee of Eighty Eight Thousand Eight Hundred and Six Dollars with 70 cents (\$88,806.70). This Proposal is based exclusively on the staff outlined in Attachment and the Estimate of Work Effort Schedule. The City shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount. In the event that there is a change to the scope of services or the project duration is extended beyond what is projected in section III of this document, the task will be amended or a new task will be issued to CHA to continue providing professional services on this task. Reimbursable



Expenses if applicable, shall be utilized in accordance with the Agreement Provisions and shall conform to the limitations of Florida Statutes § 112.061.

SUMMARY OF COMPENSATION			
Task or Activity ID #	Major Task Name / Activity Description	Fee Amount	Fee Basis
1 thru 2	CEI Services For Section 7 Traffic Calming Improvements	\$88,806.70	Hourly Rate, Not to Exceed

V. STAFFING

CHA shall provide qualified administrative and inspection staffing with similar project experience, and relevant Drainage, Earthwork, Asphalt, Concrete, Erosion Control, and Maintenance of Traffic Inspection qualifications.


VI. DATA PROVIDED BY CITY

CITY shall provide CHA with any data information available to perform the scope of work. The CITY shall provide plans and specifications for the project for CHA use in the performance of services.

Submitted by: Levi A Boyle
 Levi Boyle, P.E
 CEI Project Team Leader

Digitally signed by Levi A Boyle
 DN: cn=Levi A Boyle, c=US,
 o=CHA CONSULTING INC,
 email=L.Boyle@chacompanies.com
 Date: 2024.08.01 16:45:31 -0400

8/1/2024
 Date

Approved by: 
 Mr. Julio Amoedo, MPA, CGC, CUC, GEC
 Chief of Construction

8/2/24
 Date



CEI for Section 7 Traffic Calming
 Prime Consultant: CHA Consulting
 Staffhour Break Down

	PM	SE	PE	CI	
Task/ Description	Project Manager	SR Engineer	Project Engineer-	CEI Inspector	Total
1 Monitor Contractor MOT compliance			00	200	200
2 Monitor Traffic Calming Device Installation			00	260	260
3 Monitor other relevant tasks such as Clearing and grubbing, concrete, striping and sod			0	20	28
4 Provide weekly updates, logging RFIs and Shop Drawings that are submitted, Project Meetings, Assisting with Permit Coordination			140	40	180
Total hours	0	0	242	510	752
Hourly Rate:			\$199.85	\$119.27	
Subtotal	\$0.00	\$0.00	\$48,363.70	\$60,827.70	
ESTIMATED FEE - CEI		\$ 109,191.40			

TOTAL CHA CONSULTING, INC **\$ 109,191.40**

Item # 3 "task/description" should include all construction related activities that the inspector should be monitoring and providing a "daily report" on. Therefore please include, MOT compliance and safety, directional boring, roadway work, asphalt work, electrical scope, traffic sign installation, landscaping, restoration.....
 Item #4 Please include review of contractor invoice and provide recommendation for payment, review potential change orders and provide recommendation, project closeout....

These are "inspector" tasks.

These are Project Engineer tasks.

Here is where the bulk or 80% of the hours should be.

NEGOTIATED DOWN
 TO \$88,806.70
 J. Amick