

**WORK ORDER No. 16 FOR PROFESSIONAL SERVICES**

TO: ADA Engineering  
8550 NW 33 Street, Suite 202  
Doral, Florida 33122  
(305) 551-4608

DATE: February 10, 2020

The City of Doral authorizes the firm of ADA Engineering, Inc. to provide professional engineering services for construction administration services with post design for the NW 41<sup>st</sup> Street Widening Construction 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 Final Agreement between ADA Engineering, and the City of Doral dated January 30, 2018, and the attached Proposal dated February 10, 2020 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 ADA Engineering for professional engineering services to review of shop drawings and technical submittals and construction administration for the portion of the street widening project for the modification of the Year 5A Canal Bank Stabilization Maintenance/Bike Path. The schedule of the work to be provided is 1 month from NTP. 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 \$4,959.45.

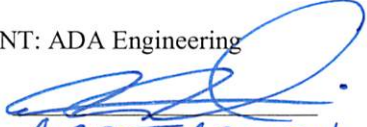
You are required by the Continuing Service Agreement to begin work subsequent to the execution of this Work Order, or as directed otherwise. If you fail to begin work subsequent to the execution of this Work Order, the City of Doral will be entitled to disqualify the Proposal, and revoke the award.

This Work Order incorporates the terms and conditions set forth in the Continuing Services Agreement dated 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. This Work Order is not binding until the City of Doral agrees and approves this Work Order.

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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: ADA Engineering

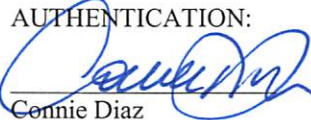
BY:   
NAME: ALBERTO ARCE  
TITLE: V.P.

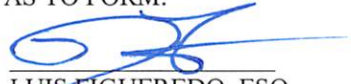
WITNESSES: SEAL:

1.   
2. 



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

AUTHENTICATION:  
BY:   
NAME: Connie Diaz  
TITLE: City Clerk

APPROVED AS TO FORM:  
BY:   
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  
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www.adaeng.net

February 10, 2010

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

**RE: GENERAL ENGINEERING DESIGN SERVICES RFQ 2017-21:  
CONSTRUCTION ADMINISTRATION SERVICES FOR YEAR 5A LAUNCH  
PADS**

Dear Ms. Bortz:

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 the 5 launch pads for the Year 5A canal bank stabilization program.

This Service Order will be an integral part of the General Engineering/Architectural Services (RFQ 2017-21) agreement between the City of Doral (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**

The Scope of Work is comprised of the following essential tasks:

- Task 1 – Review of Shop Drawings and Technical Submittals
- Task 2 – Construction Administration

Below is a description of the level of effort associated with each of these tasks.

### **Task 1 – Review of Shop Drawings and Technical Submittals**

ADA will review and approve applicable shop drawings and technical submittals required by the Contract Documents. For scoping purposes, ADA will review and approve up-to 6 shop drawings or technical submittals required by the Contract Documents. Each review includes up-to one re-submittal 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, ADA will approve the submittal package in writing and provide the results 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.

ADA 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. ADA will prepare and maintain a submittal and RFI log which will document and track the dates and results of all reviews.

## **Task 2 – Construction Administration**

For the purpose of this scope and fee proposal, it is anticipated that the construction duration will be 10 days (2 weeks) from Notice to Proceed to achieve Substantial Completion and then 5 days for the project closeout. For this task, ADA is including one (1) substantial completion inspection, punch-list, and one (1) final completion inspection.

Attendance at progress meetings have been included with a total of 2 meetings. ADA will also provide assistance with the project close-out including review of as-built drawings and project certification.

## **II. SCHEDULE**

ADA will complete the work outlined in the Scope of Work in accordance with the construction schedule (estimated at approximately eight months from notice to proceed).

## **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:

- Assist with bid and award services
- 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

#### **IV. COMPENSATION**

ADA will be compensated for the services described in this scope of work on a time and material basis not to exceed amount of \$4,959.45, in accordance with the General Engineering/Architectural Services (RFQ 2017-21) agreement between the City and ADA. The attached fee estimate 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 me at (305) 551-4608.

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

A handwritten signature in blue ink, appearing to read 'Carlos Ortega', with a long horizontal flourish extending to the right.

Carlos Ortega, PE  
Project Manager

Enclosures: Fee Estimate





CITY OF DORAL

GENERAL ENGINEERING DESIGN SERVICES RFQ 2017-21

CONSTRUCTION ADMINISTRATION SERVICES FOR YEAR 5A LAUNCH PADS

FEE ESTIMATE

Date Estimated: 2/10/20

WORK ACTIVITY (ADA)	ADA EMPLOYEE CLASSIFICATION					TOTAL HOURS	TOTAL ADA LABOR COST	TOTAL FEE
	Principal/QC	Project Manager	Project Engineer	Construction Inspector	Clerical			
<b>HOURLY RATE</b>	<b>\$200.00</b>	<b>\$195.00</b>	<b>\$125.00</b>	<b>\$85.00</b>	<b>\$75.00</b>			
<b>Task 1 – Review of Shop Drawings and Technical Submittals</b>		11	10			21	\$3,395.00	\$3,496.85
1.1 Review of Shop Drawings and Technical Submittals (up to 6 shop drawings)		6	10			16	\$2,420.00	\$2,492.60
1.2 Address RFIs (up to 5 RFIs)		5				5	\$975.00	\$1,004.25
<b>Task 2 – Construction Administration</b>		6	2			8	\$1,420.00	\$1,462.60
2.1 Perform substantial and final completion walkthrough (up to 2 total)		2	2			4	\$640.00	\$659.20
2.2 Attendance at Coordination Meetings (up to 2 total)		2				2	\$390.00	\$401.70
2.3 Project Closeout with RER		2				2	\$390.00	\$401.70
<b>Total Hours</b>		17	12					
<b>Total Fee</b>		\$3,315.00	\$1,500.00			29	\$4,815.00	\$4,959.45

Notes:

- 1- Expenses and travel assumed at 3% of labor
- 2- Man-hours are based on a 10 day (2 week) construction schedule.
- 3- The budget above is based on T&M not to exceed basis.