



## CITY OF DORAL COUNCIL MEETING MEMORANDUM

### ITEM TITLE:

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A WORK ORDER WITH CHA, INC. TO PROVIDE PROFESSIONAL SERVICES FOR THE DESIGN AND DEVELOPMENT OF CONSTRUCTION DOCUMENTS FOR THE RECONDITIONING OF THE EXISTING CITY MANAGER'S OFFICE SPACE AREA IN THE SOUTHWEST SIDE OF THE THIRD LEVEL WITHIN THE DORAL GOVERNMENT CENTER BUILDING, AND FOR THE RECONDITIONING OF THE EXISTING FINANCE DEPARTMENT OFFICE AREA ON THE NORTH SIDE OF THE GOVERNMENT CENTER BUILDING IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTEEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$113,750.00); AUTHORIZING THE CITY MANAGER TO TRANSFER ONE HUNDRED THIRTEEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$113,750.00) FROM ACCOUNT No. 301.80005.500620 TO ACCOUNT No. 301.80005.500310; AND AUTHORIZING THE CITY MANAGER TO EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY IN FURTHERANCE HEREOF; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE

### DEPARTMENT RECOMMENDATION:

Approval

### BRIEF HISTORY:

As the City continues to grow, there is a need for the City's Government Center to adapt and transform in order to address the needs of a growing staff and ensure that the best possible service is provided to the community. In 2014 and 2021 the City of Doral performed space planning studies for the Government Center in order to provide guidance for future improvements to the facility. This plan was modified throughout the years to meet budget requirements. Throughout this process, the topics of securing the facility, upgrading the security systems, and improving operating practices have been a top priority.

During Fiscal Year 2024-25, the City Manager's Office provided a directive to the Public Works Department (PWD) to recondition the existing City Manager's Office area in the southwest side of the third level within the Government Center Building and to recondition the existing area of the Finance Department on the north side of the third level within the Government Center Building to address current needs. The proposed concept includes new offices for the Deputy City Manager and Assistant City Manager, new waiting area for City Manager's Office area, three executive assistants' workstations, an office for the Mayor's Chief of Staff, and two

interns' workstations. For the Finance Department, the proposed concept includes two new offices for the Finance Assistant Director, the Budget Manager, and eight workstations for Finance staff.

The PWD requested a proposal from CHA, Inc. for the design of the mentioned areas. CHA, Inc. submitted the attached proposal which includes the design, development, and permitting of the construction documents for the proposed areas in an amount not to exceed \$113,750.00.

CHA, Inc. is a prequalified provider of professional engineering services selected by Consultant Competitive Negotiation Act (CCNA) requirements and approved by the City Council on March 13, 2024, via Resolution 24-54 (approved 5-0). The Contract between CHA, Inc. and the City of Doral was procured through the publicly advertised Invitation to Bid (ITB) 2023-08 process to select a pool of pre-qualified Engineering and Architecture firms.

**LEGISLATIVE ACTION: (IF APPLICABLE)**

Date:	Resolution/Ordinance No.	Comments
March 13, 2024	Resolution No. 24-54	Approved

**FINANCIAL INFORMATION: (IF APPLICABLE)**

No.	Amount	Account No.	Source of Funds
1.	\$113,750.00		
2.			
Total:	\$113,750.00		

**Fiscal Impact Statement:** The proposed item has a fiscal impact on expenditures of \$113,750.00.

**STRATEGIC PLAN ALIGNMENT:**

This item follows the Public Safety strategic initiative of the City's Strategic Plan as it addresses infrastructure improvements.

**ATTACHMENT(S):**

- A. Proposal.
- B. Work Order.
- C. Draft Resolution.