

WORK ORDER No. 01 FOR PROFESSIONAL SERVICES

TO: Stantec Consulting Services Inc.
901 Ponce de Leon Boulevard, Suite 900
Coral Gables, Florida 33134
(305) 445-2900

DATE: August 15, 2022

The City of Doral authorizes the firm of Stantec Consulting Services Inc. to provide professional design and engineering services for the provision of interior renovations to the restrooms at Morgan Levy Park. Where Stantec Consulting Services 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 December 2020 through Resolution 20-243. The work should be performed in accordance with the contract provisions contained in the Continuing Professional Services Agreement between Stantec Consulting Services Inc. and the City of Doral dated January 4, 2021, and the attached Proposal dated June 8, 2022 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 Stantec Consulting Services Inc. dated June 8, 2022 to provide professional design and engineering services for the provision of interior renovations to the restrooms at Morgan Levy Park. The schedule requires the scope of work to be completed within 45 calendar days 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 based on the tasks outlined in the proposal submitted by Stantec Consulting Services Inc. with a not to exceed the amount of \$49,754.00.

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 January 4, 2021 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: Stantec Consulting Services Inc.

BY: [Signature]
NAME: Sean Campbell
TITLE: Principal

WITNESSES:

1. [Signature]
2. [Signature]



OWNER: City of Doral

BY: [Signature]
NAME: Herman M. Organvidez
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: Luis Figueredo, Esq
TITLE: City Attorney



Stantec Consulting Services Inc.

CA27013

One Biscayne Tower Suite 1670, 2 South Biscayne Boulevard, Miami FL 33131-1804

June 8, 2022

File: Morgan Levy Park Restrooms

Attention: Lazaro Quintero
Assistant Parks and Recreation Director
City of Doral 8401 NW 53 Terrace
Doral, FL 33166

Dear Mr. Quintero,

Reference: Morgan Levy Park Restrooms, City of Doral, Florida

In accordance with the terms and conditions of the consulting agreement between the City of Doral (hereinafter referred to as the "City" or "Client") and Stantec Consulting Services Inc., (hereinafter referred to as "Consultant", "We" or "Stantec"), we are pleased to provide this proposal in support of the proposed project.

It is our understanding that the City wishes to consider interior improvements to the existing restroom facilities at Morgan Levy Park.

Stantec has been asked to prepare a proposal for said interior improvements, inclusive of demolition drawings of selected areas within the existing facility, selection of finishes, as well as construction / bid / permit documents for said improvements.

Scope of Services

TASK 1 PROJECT KICK-OFF

- 1.1 Kick-off Meeting – The CONSULTANT will have a kick-off meeting with City staff to discuss the parameters and goals of the project.
- 1.2 Field Review – The CONSULTANT will provide one site visit to review existing conditions and become familiar with the space and surrounding areas.
- 1.3 Project Management – The CONSULTANT will establish project accounting, file management, insurance certification and safety records in accordance with City contractual requirements.

TASK 2 CONSTRUCTION DOCUMENTATION

- 2.1 The CONSULTANT will first develop and present an interior finish package including finishes and fixture selections for review and approval by the CITY. Upon approval of the finishes and fixture selection, the CONSULTANT will move forward to develop, detail, and prepare documentation.
- 2.2 The CONSULTANT will prepare and develop a fully coordinated set of construction documents including selected demolition of interior finishes, plumbing fixtures, and lighting fixtures. New

Doing business as:
Stantec Consulting Services Inc (FL)
CA27013

For a list of our registered architects, please visit www.stantec.com/registeredarchitects

Design with community in mind

Reference: Morgan Levy Park Restrooms, City of Doral, Florida

interior architecture and finishes, new electrical outlets and lighting connected to existing circuits, new plumbing fixtures and trims connected to existing rough-ins, and review condensation issue with recommendation of proper ventilation.

- 2.3 The CONSULTANT will develop specifications for each relevant specification section based on the design.

Task 2 Deliverables:

Stantec will provide the following:

- Interiors finish package
- Construction / Permit Drawings and Specifications
 - 50% Package
 - 100% Package
- Cost estimate
- All associated documentation

TASK 3 PERMITTING AND BID ASSISTANCE

- 3.1 The CONSULTANT will provide the City construction documentation for the purpose of obtaining a demolition and construction permit. The team will assist with the process and incorporate comments from the Building Department associated with obtaining the permit. We anticipate two (2) rounds of comments provided no significant changes from the client occur after the first submission. If significant changes from the client occur resulting in more than two re-submissions, Stantec will be requesting additional fee to address additional re-submissions.
- 3.2 As part of bid support, Stantec will attend pre-bid, pre-proposal, and bid-opening conferences to answer specific questions from bidders related to the contract documents and/or project scope. Additionally, the team will provide support to the City in evaluating bids. Typically, assistance is provided in the form of comparing scopes and proposed alternates or exclusions outlined by bidders.
- 3.3 Stantec will compile an issue a construction set of documents to the selected General Contractor that incorporates all relevant permit comments.
- 3.4 We have included some time and budget for bid assistance and for permitting support. Services beyond the hours noted will be a change in service.

Task 3 Deliverables:

Stantec will provide the following:

- Building Permit application support to the selected General Contractor.
- Construction Set (incorporating all bid phase comments from the review agencies).

Reference: Morgan Levy Park Restrooms, City of Doral, Florida

TASK 4 CONSTRUCTION CONTRACT ADMINISTRATION PHASE

3.1 The CONSULTANT will perform Architectural and Site Construction support services during construction.

3.1.1 Construction Phase Services – The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in the AIA Document A201-2017, General Conditions of the Contract for Construction. If the Owner and the Contractor modify the AIA Documents A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

The Architect shall advise and consult with the Owner during Construction Phase Services. The Architect shall have the authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or any other persons or entities performing portions of the Work.

3.1.2 Construction Phase Observations – Provide general construction observation and provide review of the contractor's requests for payment. Attend weekly/bi-weekly site meetings with the Client and contractor. It is assumed that the construction will be completed over the course of four (4) months.

3.1.3 Construction Inquiries – Our team will receive, review, and process construction related RFIs (Requests for Information) and Submittals from the contractor. Typical turn-around for these items is five (5) business days for RFI's and ten (10) business days for submittals and/or shop drawing review. Items sent by the contractor after 12:00 PM will be dated the following business day. Stantec will provide up to two (2) reviews per submittal and/or shop drawings. Any additional reviews beyond the two (2) will be an additional service.

3.1.4 Site Meetings – We will continue to service this phase of the project with a senior level architect and will include appropriate engineer leads at weekly and bi-weekly Owner Architect Contractor meetings. These would be in conjunction with the contractor on site. Following each visit, a field observation report will be prepared and submitted to the OAC team, which will note the progress of the work and any observed deficiencies that should be corrected.

3.1.5 Minutes – Stantec will review meeting minutes issued by the contractor and coordinate with the team to close out action items.

3.1.6 Punch-out – Following the contractor's punch list, Stantec anticipates one (1) punch list that cover the completed scope of work for the project.

Reference: Morgan Levy Park Restrooms, City of Doral, Florida

- 3.1.7 Schedule – We assume a four (4) months construction schedule to arrive to Substantial Completion, and an additional two (2) weeks to close out the project.

Scope Assumptions and Clarifications

- The City will designate a project manager who will serve as the primary contact throughout the project and who will work to provide prompt responses to inquiries from Stantec.
- The City will provide data, as-builts, CAD, PDFs and any other item requested by Stantec in advance of the kick-off meeting or immediately thereafter.
- Permitting agencies will issue permits or review comments within thirty (30) days of receipt of the permit documents and application.
- The contractor shall be responsible for assuming and pulling the approved building permit.
- The contractor retained by the City to construct the improvements will maintain redline as-built drawings during construction that indicate the work constructed.
- If the project schedule is extended for reasons outside of Stantec's direct control, we may incur additional cost and reserve the right to charge such costs resulting from such items as additional project management time. Any additional costs incurred would be notified and agreed in advance with the City.
- Items not specifically detailed in the scope of services are excluded at this time but can be added through mutual agreement by Stantec and the City. Items that are excluded from scope include but are not limited to:
 - Colored renderings
 - Marketing material
 - As-built drawings (provided by the Contractor and sub-contractors) -Architectural record as-designed drawings and electronic CAD files are included in our basic services.
 - Legal services
 - Permit review fees
 - Local, State or Federal Permits arising out of a change in regulation or policy occurring after the effective date of this contract.

Project Schedule

Our fee is based on the durations established in this proposal. If these durations are exceeded at no fault of Stantec or their consultants, the work will be provided as a change of service. Upon your acceptance of this proposal and your signature, we are prepared to start work immediately.

Task 1 – Project Kick-off	1 week
Task 2 – Construction Documentation	2 weeks
Task 3 – Permitting and Bid Assistance	4 weeks
Task 4 – Construction Administration	4 months

Reference: Morgan Levy Park Restrooms, City of Doral, Florida

Fee Schedule

Stantec will complete the services outlined under the Scope of Services for the lump sum fees outlined below. All permitting, application, and similar project fees will be paid directly by the Client.

Fees and expenses will be invoiced in a monthly basis, based on the percentage of services completed and expenses incurred at the date of the invoice.

Task 1 – Project Kick-off	\$ 3,530
Task 2 – Construction Documentation	\$ 20,336
Task 3 – Permitting and Bid Assistance	\$ 5,176
Task 4 – Construction Administration	\$ 18,712
Expenses	\$ 2,000
Total Fee	\$ 49,754

Terms and Conditions

The terms and conditions of this proposal are based on the Consulting Professional Services Final Agreement between the City of Doral, FL and Stantec Consulting Services, Inc. dated January 4, 2021 are included as an integral part of this proposal.

We are eager to begin work on this project and are looking forward to continuing to build a successful relationship with the City of Doral.

Regards,

Stantec Consulting Services, Inc.



Guillermo Couto, PMP
Principal | Operations Leader
Phone: 305.482.8700
Guillermo.Couto@stantec.com



Sean Compel, P.E., LEED AP, ENV SP
Principal
Phone: 305.445.2900
Sean.Compel@stantec.com

June 8, 2022
Lazaro Quintero
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Reference: Morgan Levy Park Restrooms, City of Doral, Florida

By signing this proposal, City of Doral authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the Day day of Month, Year.

Per: City of Doral

Lazaro Quintero

Assistant Park and Recreation Director

Print Name & Title

Signature

Attachment: Continuing Professional Services Final Agreement between City of Doral, FL and Stantec Consulting Services, Inc., dated January 4, 2021

c. Guillermo Couto | Jose Fernandez

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RESOLUTION No. 22-118

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING A WORK ORDER BETWEEN THE CITY OF DORAL AND STANTEC CONSULTING SERVICES INC., TO PROCEED WITH ENGINEERING CONSULTING SERVICES FOR THE PROVISION OF THE INTERIOR RENOVATION OF THE MORGAN LEVY PARK RESTROOMS IN AMOUNT NOT TO EXCEED \$49,754.00; AUTHORIZING THE CITY MANAGER TO EXECUTE THE WORK ORDER AND EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY IN FURTHERANCE HEREOF; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, originally a Miami-Dade County Parks & Recreation facility known as Doral Park, Morgan Levy Park was deeded over to the City of Doral in 2004 after the City's incorporation the prior year (2003); and

WHEREAS, in 2005, the City began the redevelopment of the park which included the addition of new wonderful amenities, such as synthetic turf soccer fields, additional tennis court, basketball courts, volleyball courts, pavilions, playground, and the City's first community center; and

WHEREAS, as part of the redevelopment project the City kept the four (4) tennis courts and restroom building which were already existing when the park was under control by Miami-Dade County Parks & Recreation; and

WHEREAS, being the original restroom facility when the City took ownership of the park 18 years ago, the interior of the restrooms are in need of an update in order to maintain the facility's pleasing visual aesthetics; and

WHEREAS, for the development of the design and engineering documents required to renovate the existing interior of the restrooms, the Parks & Recreation Department worked with the Public Works Department to identify a qualified firm through the City's pre-qualified pool of Engineering and Architecture firms; and

WHEREAS, Stantec Consulting Services Inc., is a prequalified provider of professional engineering consulting services selected in accordance with Consultant Competitive Negotiation Act (CCNA) requirements and approved by the City Council in December 2020; and

WHEREAS, Stantec Consulting Services Inc. prepared a proposal for the development of design and engineering documents in a not to exceed amount of \$49,754.00; and

WHEREAS, staff recommends that the Mayor and City Councilmembers to approve and authorize the City Manager to execute the Work Order with Stantec Consulting Services Inc. to develop design and engineering documents needed for the interior renovation of the Morgan Levy Park restrooms in an amount not to exceed of \$49,754.00.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, 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 Stantec Consulting Services Inc. for the engineering consulting services for the interior renovation of the Morgan Levy Park restrooms in an amount not to exceed of \$49,754.00 is hereby approved.

Section 3. Authorization. The City Manager is authorized to execute the Work Order and expend available 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 Mariaca who moved its adoption.

The motion was seconded by Vice Mayor Cabral and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Digna Cabral	Yes
Councilman Pete Cabrera	Yes
Councilwoman Claudia Mariaca	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 9 day of August, 2022.




JUAN CARLOS BERMUDEZ, 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:



LUIS FIGUEREDO, ESQ.
CITY ATTORNEY