

**City of Doral**

**RFQ No. 2023-08**

**Task # 2**

**" CEI Services for the Landmark Traffic Calming Improvement  
Project"**

**SCOPE OF WORK**

**Draft**

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**City of Doral**  
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# City of Doral

## RFQ No. 2023-08

### Task # 2

## "CEI Services for the Landmark Traffic Calming Improvement Project"

# SCOPE OF WORK

## INTRODUCTION

Ardurra Group, Inc has entered into a professional service agreement with the City of Doral (**City**) to provide engineering services under the RFQ No. 2023-08. The following task is proposed under this scope of work:

- Task # 2 – " CEI Services for the Landmark Traffic Calming Improvement Project "

## DESCRIPTION OF SERVICES

The City of Doral (**City**) is planning to complete traffic calming improvements in the Landmark Neighborhood. The City has requested Ardurra to provide PM and CEI Services

### 100 PM and CEI Services

Ardurra will provide CEI Services for a period of 180 days, including the following activities:

- Field Observation for adherence with Construction Documents
  - o Milling & Resurfacing
  - o Pavement Restoration
- Observation of Maintenance of Traffic (only on the days/time where the inspector is onsite due to active construction. Ardurra will inspect, approve, and enforce MOT set-up, as per MOT Plan and Permit (provided by others), prior to any construction activity on a daily basis while under "active" construction and the inspector is on site. Ardurra will further observe and document the "take-down" of previously inspected and approved MOT on a daily basis and notify the contractor and the City of any deficiencies prior to departure from job site.
- Preparation of Weekly Reports
- Verification of material quantities
- Attendance to pre-construction meeting
- Attendance to construction progress meeting
- Review and Certify Contractor's Progress Payment
- Review of Potential Claim/Changer Order
- Track RFIs
- Track Shop Drawings Submittals
- Coordination with Engineer of Record
- Project Management and Coordination with City Construction Chief, as needed
- Assistance with contractor's permitting process
- Coordination of inspections with third party agencies

The Contractor shall provide a schedule of working days and times. Ardurra will not visit the job site when there are no construction activities ongoing. In those days/times, MOT inspection shall be performed by others.

## **COMPENSATION**

Services will be provided in the amount of \$48,742.92 will be compensated on a Time & Materials Basis. Please refer to Appendix A for a detailed fee proposal.

Invoicing will be submitted monthly along with approved timesheets.

## **ASSUMPTIONS**

This Scope of Work and deliverables are based on the following assumptions:

- Ardurra is responsible for the Health & Safety of its employees only
- MOT setup is the sole responsibility of the contractor.
- Ardurra is not responsible for the design of the project
- Shop drawings and RFIs shall be responded by the EOR
- City staff will be available to conduct meetings and site visit, as necessary
- Ardurra will be provided with contract documents for CEI Staff review
- Additional efforts beyond the project duration of 180 days are not included on this scope of work and may be negotiated on a different scope, if needed
- Contractor is responsible for setting up and assuring MOT is always in place during construction. Ardurra will inspect, approve and enforce MOT setup, as per MOT plan and permit prior to any construction activities on a daily basis while project is under active construction and the inspector is on site.
- Inspector shall report to the job site before contractor and leave the site after contractor finishes their daily activities.
- Ardurra will be in consideration of this Task Authorization, access to data and information sources is made available to Ardurra. Ardurra shall comply fully with all security procedures and shall not divulge to third parties all confidential Data Information obtained from the City of Doral while performing consulting engineering work, including, but not limited to, security procedures, business operations information or proprietary information in the possession of the City of Doral. Ardurra shall not be required to keep confidential information or material that is publicly available through no fault of Ardurra, material that Ardurra developed independently without relying on the state's or City's confidential information, or material that is otherwise obtainable under State Law as a public record



**APPENDIX "A"**  
**Proposed Fee Schedule**



**City of Doral**  
**RFQ 2023-08**  
**CEI Services for the Landmark Traffic Calming Improvement Project**  
**Task #2**

**Appendix A**

Task	Rate, \$/Hr					Budget		Remarks	
		Principal	Project Manager	Construction Inspector	Total Hours	Labor	Subtotal		
	\$293.76 *		\$257.80	\$119.27					
<b>100</b>	<b>PM and CEI Services</b>	2	48	300	350	\$48,742.92	\$48,742.92		
	<b>Total (Hours)</b>	<b>2</b>	<b>48</b>	<b>300</b>	<b>350</b>	<b>\$48,742.92</b>	<b>\$48,742.92</b>		
	<b>Sub-Total Labor Fee</b>						<b>\$48,742.92</b>		
	<b>ODC's (Mileage, Reproduction &amp; Reimbursable Permits)</b>								
	<b>Sub-Total Labor Fee/ODC</b>						<b>\$48,742.92</b>		
	<b>Total Project Cost (Labor/ODC)</b>								
	<b>% Utilization</b>	<b>0.57%</b>	<b>13.71%</b>	<b>85.71%</b>	<b>100.00%</b>				
	<b>Total (\$)</b>	<b>\$587.52</b>	<b>\$12,374.40</b>	<b>\$35,781.00</b>			<b>\$48,742.92</b>		