



CONSULTANT WORK ORDER PROPOSAL

Date: July 30, 2024

Dear Mrs. Perez:

Gannett Fleming, Inc. (Consultant) proposes to provide the services identified below for the project entitled “**City of Doral – Trolley Infrastructure Improvements**”, pursuant to its Professional Service Agreement with the City of Doral (City), RFQ No. 2023-08.

I. GENERAL

Pursuant to the Scope of Work of the Professional Service Agreement, GF shall provide professional services in support of the City for the above-mentioned project. The scope of services consists of the following:

CEI Services: GF shall administer the contract for this project and provide field observation and oversight services to ensure that the 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, GF will verify quantities installed by the Contractor and make payment recommendations to the City. This shall be accomplished within the following tasks:

1. Videotape the pre-construction conditions through the project limits.
2. Monitor Relocation of Utilities if needed
3. Monitor Contractor MOT and Erosion Control Compliance
 - a. Review Safety Plans and MOT plans for compliance.
 - b. Workday review of MOT set up.
 - c. Review that all erosion control devices are installed per plans. Address deviations immediately with the Contractor.
4. Monitor permit procurement and compliance by the Contractor.
5. Review the Contractor’s schedule and provide comments until the baseline schedule is accepted. Review monthly schedule submittals and provide comments.
6. Monitor the new Bus Shelter and benches installation.
7. Monitor Roadway clearing and grubbing, excavation, and pavement removal.
 - a. Oversight the clearing and Grubbing including the implementation of the stormwater pollution prevention plan before starting.
 - b. Oversight of the removal of unsuitable material in case of existence and embankment.
8. Monitor the grading process, including the required testing, sampling, and recording.
9. Monitor Curb and Gutter, sidewalk, and bus shelter concrete pad installation and perform concrete sampling, testing, and recording.
10. Monitor superpave asphalt concrete (traffic B) installation and document asphalt reports, if needed.
11. Oversight of signing installation and or relocation.
12. Monitor the submittal and approval of all closeout documents
13. Monitor compliance with Equal Employment Opportunity (EEO) and Disadvantaged Business Enterprise (DBE).

GF will generate daily reports and document events of relevance while performing tasks 1 through 13.

II. SCHEDULE OF WORK – TIME OF PERFORMANCE

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

SCHEDULE OF DELIVERABLES		
Sheet or ID Number	Deliverable	Anticipated Delivery Date
	Daily Construction Reports	At the completion of the job
	Review of Monthly Estimates	At the completion of the job

SCHEDULE OF WORK				
Task	Task Name	Duration <i>(specify weeks, months, calendar or working days)</i>	Projected Start date	Projected Finish Date*
1	Videotape project pre-construction conditions	Days	NTP	NTP + 120 CD's
2	Monitor utility impacts	Days	NTP	NTP + 120 CD's
3	Monitor Contractor MOT / Erosion Control compliance	Days	NTP	NTP + 120 CD's
4	Monitor permits.	Days	NTP	NTP + 120 CD's
5	Monitor Contractor's Schedule.	Days	NTP	NTP + 120 CD's
6	Monitor Bus shelter and benches installation.	Days	NTP	NTP + 120 CD's
7	Monitor clearing and grubbing.	Days	NTP	NTP + 120 CD's
8	Monitor grading and perform testing.	Days	NTP	NTP + 120 CD's
9	Monitor curb and gutter and sidewalk and testing.	Days	NTP	NTP + 120 CD's
10	Monitor superpave asphalt installation.	Days	NTP	NTP + 120 CD's
11	Monitor signing installation.	Days	NTP	NTP + 120 CD's
12	Monitor the submittals and approval of closeout docs.	Days	NTP	NTP + 120 CD's
13	Monitor EEO / DBE	Days	NTP	NTP + 120 CD's

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

GF will provide the City with the Services defined by Task 1 through Task 13 above. As requested, the proposal is for a duration of 90 Calendar Days until substantial completion and 120 calendar days until project closeout.

V. COMPENSATION

Consultant shall perform the Work detailed in this Proposal for a Total Lump Sum, Not to Exceed fee of One Hundred and Twelve Thousand Nine Hundred Thirty-Five and Thirty-Six cents (\$112,935.36). The City shall not be liable for any fee, cost, expense or reimbursable expense, or other compensation beyond this amount.

SUMMARY OF COMPENSATION TASKS 1 and 2			
Task, Sub-task, or Activity ID #	Major Task Name and/or Activity Description	Fee Amount	Fee Basis
1	Construction Engineering Observation Services	112,935.36	Hourly Rate, Not to Exceed
	TOTAL	\$112,935.36	

VI. PROJECT MANAGER

CONSULTANT'S Project Manager for this Work Order assignment will be Alina Fernandez, P.E.

Submitted by:

 Alina Fernandez, P.E. - Project Manager
 Gannett Fleming, Inc.

Reviewed and approved by:

 Darlin Perez, P.E. – Chief of Engineering
 City of Doral

ESTIMATE OF WORK EFFORT AND COST

PROJECT:		City of Doral - 10 Bus shelters, CEI Services													
PROJECT #:	DATE:	7/30/2024													
TASK	Job Classification Staff Applicable Rate	Principal Engineer ((1)) 293.76		Sr. Engineer ((2)) 238.40		Construction Sr. Inspector ((3)) \$166.29		CEI Inspector ((4)) \$119.27		Clerical ((5)) \$94.13		LAB Support Lump Sum (LS)	Staff Hours by Activity	Salary Cost by Activity	
		MAN HOUR	Cost / Activity	MAN HOUR	cost activity	Man Hour	Cost/Activity	Man Hour	Cost/Activity	Man Hour	Cost/Activity				
1	10 Bus shelters	8	\$2,350.08	50	\$11,920.00	240	\$39,909.60	480	\$57,249.60	16	\$1,506.08		794	\$112,935.36	
2	Lab work includes concrete and soil testing (3 proctors and soil class, Organic Cont)														
3															
4															
5	The man hour estimate is assumed for a 120 days Construction Contract +														
6	Pre-NTP activities and project close out														
7	((1))Principal Engineer to provide project overview, QC and technical assistance.														
8	((2)) Sr. Project Engineer estimate is at 4 hours per week (10%).														
9	((3)) Construction Sr. Inspector is estimated at 20 hours per week (30%).														
10	((4)) CEI Inspector work is estimated at 40 hours per week (40%).														
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
	Total Staff Hours	8		50		240		480		16			794		
	Total Staff Cost		\$2,350.08		\$11,920.00		\$39,909.60		\$57,249.60		\$1,506.08			\$112,935.36	
	Total % Work by Position		0.02		0.11		0.35		0.51		0.01				

ESTIMATED MAN POWER COST	\$112,935.36
GRAN TOTAL	\$112,935.36