



Memorandum

Date: March 12, 2025

To: Honorable Mayor and Councilmembers

From: Zeida C. Sardiñas
City Manager

Department: Carlos Arroyo
Public Works Director

Subject: **Work Order No. 3 for CHA, Inc. – Design of Government Center 3rd Floor Renovations, Elected Officials Area**

Introduction

This memorandum provides the Public Works Department's (PWD) recommendation for the Mayor and the City Councilmembers to authorize the City Manager to execute Work Order No. 3 for CHA, Inc. to provide professional services for the design and development of construction documents for the reconditioning of an existing office space area in the northeast side of the third level within the Doral Government Center Building for the relocation of the Elected Officials offices in an amount not to exceed \$55,639.84. The proposed reconditioned area will include four Elected Official offices, four Legislative Analyst offices, four intern work stations, and a Councilmembers conference room. In addition, the PWD respectfully requests that the Mayor and the City Councilmembers authorize the transfer of \$55,639.84 from Account Num. 301.80005.500634 to Account Num. 301.80005.500310 to provide sufficient funding for this request.

Background

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 PWD to recondition the existing open space area in the northeast side of the third level within the Government Center Building and create a work area for the Elected Officials. The proposed area includes four new offices for the Elected Officials as well as the Legislative Analyst, four intern work stations, and a Councilmembers conference room.

The PWD requested a proposal from CHA, Inc. for the design of the mentioned area. CHA, Inc. submitted the attached proposal which includes the design, development, and permitting of the construction documents for the proposed area in an amount not to exceed \$55,639.84.

Procurement

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. The Scope of Services for this work order includes the design and development of construction documents and permitting for the improvements proposed at the Government Center 3rd floor open area. CHA prepared the attached proposal on a time and materials basis in a not to exceed amount of \$55,639.84.

Attached please find "Exhibit A", which includes the proposal and fee estimate from CHA, Work Order No. 3 for the Design services, and a spreadsheet that lists Work Orders assigned to the current pool of pre-qualified Engineering and Architectural firms.

Fiscal Impact:

Work Order No. 3 for CHA, Inc. will have a Fiscal Impact of in the amount of \$55,639.84. Funds for these services are available in the Capital Improvement Fund, "Improvements" Account, Account Number 301.80005.500634, and will be transferred to the "Professional Services" Account, Account Number 301.80005.500310, to provide sufficient funding for this request.

Strategic Plan Alignment

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

Recommendation

The City Staff respectfully requests authorization from the Mayor and City Councilmembers to execute Work Order No. 3 for CHA Inc., enclosed as part of "Exhibit A", to provide professional services for the design, development, and permitting of the construction documents for the reconditioning of an existing office space area in the northeast side of the third level within the Doral Government Center Building for the relocation of the Elected Officials offices in an amount not to exceed \$55,639.84. In addition, the Public Works Department respectfully requests that

the Mayor and the City Councilmembers authorize the transfer of \$55,639.84 from Account Num. 301.80005.500634 to Account Num. 301.80005.500310 to provide sufficient funding for this request.