

**WORK ORDER FOR PROFESSIONAL SERVICES No. 2022-01**

TO: Iler Planning Inc  
1688 Meridian Avenue  
Suite 720  
Miami Beach, Florida 33139

DATE: January 26, 2022

The City of Doral authorizes the firm of Iler Planning Inc to provide professional planning services for the provision of general planning, zoning and site plan review services. Iler Planning Inc is a prequalified provider of professional planning services selected in accordance with Consultant Competitive Negotiation Act (CCNA) requirements and approved by the City Council in March 2017 via Resolution No. 17-48. The Professional Services Agreement between Iler Planning Inc and the City of Doral was approved on May 24, 2017 for an initial term of three (3) years with an expiration date of March 30, 2020. Pursuant to Section 2.1 of the Professional Services Agreement, the City Manager on March 27, 2020, authorized an extension of the contract for an additional period of two (2) years through March 30, 2022. The work should be performed in accordance with the contract provisions contained in the Professional Services Agreement and the attached proposal entitled "City of Doral Planning and Zoning Services" submitted by your firm.

**SCOPE OF SERVICES AND SCHEDULE:**

The scope of the project will be as described in the attached proposal from Iler Planning Inc dated January 14, 2022 to provide general planning, zoning and site plan review services. The schedule requires the work to be performed on an as-needed basis from the Notice to Proceed (NTP). 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 on a time and materials basis with a not to exceed amount of \$12,880.00.

You are required by the Continuing Professional Services 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 Professional Services Agreement dated May 24, 2017 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 Professional Services Agreement, the provisions of this specific Work Order shall prevail and apply. This 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.

*(signature page follows)*

CONSULTANT: Iler Planning Inc

WITNESSES:

SEAL:

BY: [Signature]  
NAME: HENRY ILEN  
TITLE: PRESIDENT

- 1. [Signature]
- 2. [Signature]

OWNER: City of Doral  
BY: [Signature]  
NAME: Hernan Organvidez  
TITLE: Interim 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

**City of Doral**  
**Planning and Zoning Services**  
**Scope of Services**

Prepared by: Henry Iler, AICP  
Iler Planning Inc.  
January 14, 2022

**Introduction**

This scope of services is in response to a request from the City for Iler Planning (Consultant) to provide general planning, zoning and site plan review services.

**Services**

A. Site Plan Reviews

- Task 1: Receive and review application materials for sufficiency. (2 hrs.)
- Task 2: Review of application and site plan for compliance with the applicable Comprehensive Plan policies and Land Development Regulations. (6 hrs.)
- Task 3: Contact with City staff and/or applicant, as needed. (1 hr.)
- Task 4: Preparation of memorandum containing staff comments. (4 hrs.)
- Task 5: Repeat Tasks 2-4 for revised plans submitted by the applicant. (4 hrs./each)
- Task 6: When all staff comments have been addressed, preparation of approval memorandum. (3 hrs.)

B. General Planning and Zoning Services

- Task 1: Receive and review application materials for sufficiency. (2 hrs.)
- Task 2: Review of application for compliance with the applicable Comprehensive Plan policies and Land Development Regulations. (6 hrs.)
- Task 3: Contact/meetings with City staff, as needed. (2 hrs.)
- Task 4: Preparation of memorandum containing Consultant recommendation. (6 hrs.)

**Fee**

The total cost of this scope will not exceed \$12,880. City agrees to pay Consultant invoices for work satisfactorily completed under this scope within 30 days of receipt. The hourly billing rates for the Consultant's professional staff are attached.



**PROFESSIONAL FEES**  
(January 2022)

**Professional Positions**

Principal	\$175/hour
Principal Planner	\$125/hour
Senior Planner	\$105/hour
Traffic Engineer	\$100/hour
Landscape Architect	\$105/hour
Planning Technician	\$90/hour
GIS Technician	\$90/hour
Graphic Designer	\$90/hour
Administrative	\$45/hour

The Promenade  
50 East Ocean Boulevard  
Suite 101  
Stuart, FL 34994  
877.741.4883

**RESOLUTION No. 17-48**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AWARDED REQUEST FOR PROPOSALS #2016-44, "GENERAL PLANNING AND ZONING SERVICES," TO TINDALE OLIVER AND ILER PLANNING; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO PROFESSIONAL SERVICE AGREEMENTS WITH TINDALE OLIVER AND ILER PLANNING TO PROVIDE GENERAL PLANNING AND ZONING CONSULTING SERVICES, FOR A PERIOD OF THREE (3) YEARS, WITH TWO (2) ONE (1) YEAR RENEWALS, FOR A YEARLY AMOUNT NOT TO EXCEED \$50,000.00, AND TO EXPEND FUNDS IN FURTHERANCE THEREOF; AUTHORIZING THE CITY MANAGER TO NEGOTIATE WITH THE NEXT HIGHEST RANKED FIRM SUCCESSIVELY IF AN AGREEMENT CANNOT BE NEGOTIATED WITH ONE OR BOTH OF THE TWO TOP RANKED FIRMS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, on December 19, 2016, the City of Doral (the "City") issued a Request for Proposal #2016-46, "General Planning and Zoning Services" (the "RFP") for the purposes of consulting services to supplement the Planning and Zoning Department, which was advertised on the City's Website and DemandStar; and

**WHEREAS**, on January 4<sup>th</sup>, 2017, a mandatory pre-proposal meeting was held in the City to review the RFP and answer questions from the interested proposers; and

**WHEREAS**, on January 27, 2017, seven (7) of the fourteen (14) firms represented at the mandatory pre-proposal meeting responded to the RFP; and

**WHEREAS**, on February 7, 2017, the City appointed a three(3)-member Evaluation Committee to review and rank the proposals consistent with the requirements set forth in the RFP; and

**WHEREAS**, on February 22, 2017, the Evaluation Committee held a public meeting to score and rank each of the proposals based on a three hundred (300) point system as follows:

- |                                  |                   |
|----------------------------------|-------------------|
| 1. Tindale Oliver                | 281.2 Points      |
| 2. Iler Planning                 | 279.4 Points      |
| 3. Keith & Associates            | 277.3 Points      |
| 4. The Corradino Group           | 276.5 Points      |
| 5. Johnson Engineering           | 263.0 Points      |
| 6. Calvin, Giordano & Associates | 262.1 Points      |
| 7. H.W. Lockner                  | 258.1 Points; and |

**WHEREAS**, staff has recommended that the City Council authorize the City Manager to negotiate and enter into Professional Service Agreements with Tindale Oliver and Iler Planning, the two highest ranking proposers to provide “General Planning and Zoning Consulting Services” to the City of Doral.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The foregoing recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Award.** The RFP is hereby awarded to Tindale Oliver and Iler Planning, subject to enter into Agreements with the City. This authorization does not create or confer any rights on Tindale Oliver, Iler Planning, or any ranked firm.

**Section 3. Authorization.** The City Manager is hereby authorized to negotiate and enter into Professional Service Agreements with Tindale Oliver and Iler Planning, the two (2) highest ranking proposers to the RFP, for General Planning and Zoning Consulting Services for a period of three (3) years with two (2) additional one (1) year renewals for a combined amount not to exceed \$50,000.00. The City Manager is

authorized to negotiate with the next highest ranked firm successively if an agreement cannot be negotiated with one or both of two (2) top ranked firms. The City Manager is further authorized to expend budgeted funds 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 provisions of this Resolution.

**Section 5. Effective Date.** This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Vice Mayor Cabrera who moved its adoption. The motion was seconded by Councilmember Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Claudia Mariaca	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 22 day of March, 2017.

  
\_\_\_\_\_  
JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:

  
\_\_\_\_\_  
CONNIE DIAZ, CMC  
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFIENCY  
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:

  
\_\_\_\_\_  
WEISS, SEROTA, HELFMAN, COLE & BIERSMAN, P.L.  
CITY ATTORNEY