

CONTRACT# 210172



CITY OF OCALA

CONTRACT WORK ORDER

WORK ORDER NUMBER # SunTran 2026-001

EFFECTIVE DATE: October 13, 2025

DS
DR

Contracting Officer
Approval/Initials

Project Title: Bus Shelter Redesign at the FL Dept. of Health location,
1801 SE 32nd Ave.

To: Kimley-Horn & Associates, Inc. 101
101 East Silver Springs Blvd.
Ocala, FL 34471

Attn: Mohammed Murad, PE

FUNDING SOURCE: FTA Grant FL-2025-053-00

**EXPENDITURE
ACCOUNT NUMBER:** 494-050-450-544-54-31010

In accordance with your executed City Agreement, you are hereby authorized to commence the work outlined in the attached scope of work. The approved work order amount as a maximum limiting amount shall not to exceed \$12,586.48

Requested By: _____ Date: _____

Department Director

DocuSigned by:

Approved By: Peter Lee Date: 1/23/2026

Deputy Assistant City Manager



**AMENDMENT NUMBER 2 TO IPO 2021-13
BETWEEN KIMLEY-HORN AND ASSOCIATES, INC.
AND THE CITY OF OCALA**

AMENDMENT NUMBER 2 DATED October 13, 2025, to IPO 2021-13 between City of Ocala ("the City") and Kimley-Horn and Associates, Inc. ("Kimley-Horn or Consultant"), dated February 17, 2022 (the "IPO") concerning Bus Stop Design Services (SUN/210172) (the "Project").

Kimley-Horn has entered into the IPO with the City for the furnishing of professional services, and the parties now desire to amend the IPO.

Therefore, it is mutually agreed that the IPO is amended to include Additional Services to be performed by Kimley-Horn and provisions for additional compensation by the City to Kimley-Horn, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the IPO, not consistent with this Amendment, all of which are incorporated by reference.

Attachments: Exhibit A, Table A

ACCEPTED:
CITY OF OCALA

DocuSigned by:
BY: Peter Lee
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TITLE: City Manager
DATE: 1/23/2026

KIMLEY-HORN AND ASSOCIATES, INC.

BY: Gene Losito
Gene B. Losito, PE

TITLE: Vice President
DATE: October 13, 2025

Consultant shall perform the following Additional Services:

Project Understanding

Additional Survey and Site Plan work is needed for an additional bus stop location.

Scope of Services

Task 1 – Site Plan and Permitting

- A. Kimley-Horn will prepare civil engineering infrastructure plans for one bus stop at the Florida Department of Health in Ocala, Marion County, Florida. Address: 1801 SE 32nd Ave, Ocala, FL 34471.
- B. Plans will include a plan view that shows the dimensions of the proposed bus shelter footprint, concrete pad, spot grates, and existing improvements.
- C. This Task assumes that the City will select a single vendor-provided bus shelter for use in this Project. Architectural design services are not included in this Agreement.
- D. Kimley-Horn will submit the construction plans to the City of Ocala for review and comment.
- E. Kimley-Horn will provide responses to up to two rounds of comments from City staff regarding the construction plan application.
- F. It is assumed the project will be exempt from water management district permitting. If permitting is required, additional services will be needed.

Task 2 – Survey Services

- A. Kimley-Horn, through a local subconsultant, will provide the following survey services for the Project for one additional bus stop. The surveyor will prepare a Specific Purpose/Topographic Survey. The survey will include:
 - 1) Approximate limits of right-of-way (ROW) based on found monumentation and/or plats of records.
 - 2) Observable utilities – Utility poles, telephone boxes, valve boxes, manholes, etc. If manholes are found, including inverts.
 - 3) Topographic data will be collected at 100-foot cross sections, including data collected at ROW, top of bank, toe of slope, flow line of swales, edge of pavement, and center of road, and center of ROW.
 - 4) Horizontal & Vertical data will meet or exceed Standards of Practice as set forth by the Florida Board of Professional Surveyors and Mappers in Chapter 5J-17.050-052, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
 - 5) Location of any improvements that will interfere with the design or construction, including pipelines, inverts, and all trees 10" or larger.
 - 6) Set two benchmarks at each site
 - 7) State Plane Coordinates

- 8) Location of all surface evidence of utilities along the subject parcel and contiguous ROW, as well as utility marks as delineated by requesting through Sunshine State One Call. Other than obtaining inverts of accessible manholes, drop inlets, etc., underground location of utilities will be shown as delineated by others. Power poles will be located with overhead wires.
- 9) Vertical datum will be on NAVD 1988
- 10) Contours will be shown on a 1' for minor, and 5' for major

Additional Services If Required

Services requested that are not specifically included will be provided under a new and separate IPO agreement or can be performed on an hourly basis upon written authorization.

Schedule

Kimley-Horn will provide the above Scope of Services as expeditiously as practicable to meet a mutually agreeable schedule.

Fee and Billing

Kimley-Horn will complete the above scope of services for the lump sum fee of \$12,586.48; details are shown in the attached Table A.

Kimley > Horn

TABLE A
COST ESTIMATE FOR SERVICES

PROJECT: AMD 2_2021-13_BUS STOP DESIGN
CLIENT: CITY OF OCALA
KHA PM: MOHAMMED MURAD, PE
BASIS FOR ESTIMATE: COUNCIL-APPROVED H

JCH
Consulting Group, Inc.

Land Development + Surveying & Mapping Planning + Environmental + G.I.S.

426 SW 15th Street, Ocala, FL 34471

PHONE: (352) 405-1482 **FAX:** (888) 272-8335 **WEBSITE:** www.JCHcg.com

Christopher J. Howson, P.S.M., C.F.M, President

October 17, 2025

Mohammed Murad, P.E.
Kimley-Horn
1700 SE 17th Street, Suite 200
Ocala, FL 34471

RE: City of Ocala Bus Stop Improvement Project
SE 32nd Ave

Mohammed,

Thank you for considering JCH Consulting Group. After reviewing materials from our office, I have determined a fee not to exceed \$2,805.00 for the requested services. This will include the following tasks on the parcel as depicted above in Marion County, Florida:

• **Task #1: Specific Purpose / Topographic Survey:**

- Topographic information to include area as depicted on Exhibit "A"
- Approximate limits of Right of way based on found monumentation and/or plats of records.
- Observable utilities – Utility poles, telephone boxes, valve boxes, manholes, etc. If manholes are found including inverts.
- Topographic data will be collected at 100-foot cross sections including data collected at ROW, Top of Bank, Toe of Slope, Flow line of swales, Edge of pavement, and Center of Road, and Center of ROW.
- Horizontal & Vertical data will meet or exceed Standards of Practice as set forth by the Florida Board of Professional Surveyors and Mappers in Chapter 5J-17.050-052, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
- Location of any improvements that will interfere with the design or construction including pipelines, inverts, and including all trees 10" or larger.
- Set two Benchmarks
- State Plane Coordinates
- Locate all surface evidence of utilities along the subject parcel and contiguous rights of way,

as well as utility marks as delineated by requesting through Sunshine State One Call. Other than obtaining inverts of accessible manholes, drop inlets, etc., underground location of utilities will be shown as delineated by others. Power poles will be located with overhead wires

- Vertical datum will be on NAVD 1988
- Contours will be shown on a 1' for minor, and 5' for major

	Professional Surveyor / Mapper	CAD Tech	Clerical	2 Person Surveyor Crew	Total
Price / Hr,	\$130.00	\$75.00	\$45.00	\$110.00	
Coordination	4	4	3	1	
Control				1	
Topographic Collection	2	6		6	
QA/QC	2				
Total	\$1,040.00	\$750.00	\$135.00	\$880.00	\$2,805.00

Once the proposal is authorized, we anticipate a completion date of 20-30 days subsequent to. The requested services will be delivered in an electronic drawing file in Civil 3D 2023 format and plotted maps. Upon completion an invoice will be delivered with the final map and drawing file. Payment will be due within 30 days of the invoice date.

Terms of this proposal are valid for 30 days from date of proposal. If you have any questions regarding this proposal, or for any further information, please do not hesitate to call.

Sincerely,

Chris Howson

Chris Howson, P.S.M., C.F.M., (FL., MS)
President
JCH Consulting Group, Inc.

Approved By:

Date:

Title:

EXHIBIT “A”



Certificate Of Completion

Envelope Id: AB3095EC-D3E7-46D2-A2CE-D448C624464A Status: Completed

Subject: SIGNATURE: TWO #2026-001 - Kimley-Horn - Bus Shelter Redesign at FL Dept. of Health (SUN/210172)

Source Envelope:

Document Pages: 8

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 1

Patricia Lewis

AutoNav: Enabled

110 SE Watula Avenue

EnvelopeD Stamping: Enabled

City Hall, Third Floor

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Ocala, FL 34471

plewis@ocalafl.org

IP Address: 216.255.240.104

Record Tracking

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11/6/2025 11:59:06 AM

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Location: Docusign

Signer Events

Signature

Timestamp

Daphne Robinson

drobinson@ocalafl.org

Contracting Officer

Security Level: Email, Account Authentication
(None)



Signature Adoption: Pre-selected Style
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Sent: 11/6/2025 12:00:31 PM

Resent: 12/4/2025 10:04:54 AM

Resent: 1/21/2026 10:06:21 AM

Viewed: 1/21/2026 11:31:50 AM

Signed: 1/21/2026 11:32:02 AM

Electronic Record and Signature Disclosure:

Accepted: 1/21/2026 11:31:50 AM

ID: 81b9a620-f6b7-4774-9e40-357f6ee85a6e

Peter Lee

plee@ocalafl.org

City Manager

City of Ocala

Security Level: Email, Account Authentication
(None)



Signature Adoption: Pre-selected Style
Using IP Address: 216.255.240.104

Sent: 1/21/2026 11:32:03 AM

Viewed: 1/23/2026 10:23:51 AM

Signed: 1/23/2026 10:24:06 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/6/2025 12:00:32 PM
Envelope Updated	Security Checked	11/6/2025 12:04:09 PM
Envelope Updated	Security Checked	12/12/2025 12:51:12 PM
Envelope Updated	Security Checked	12/12/2025 12:51:12 PM
Certified Delivered	Security Checked	1/23/2026 10:23:51 AM
Signing Complete	Security Checked	1/23/2026 10:24:06 AM
Completed	Security Checked	1/23/2026 10:24:06 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Ocala - Procurement & Contracting:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ocalafl.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Ocala - Procurement & Contracting

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ocalafl.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Ocala - Procurement & Contracting

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.