



2/2/2026

Internal Project OCA-001-01

Mr. Noel Cooper
Deputy City Engineer
City of Ocala
Office of the City Engineer
1805 NE 30th Avenue, Building 300
Ocala, Florida 34470

Subject: Safe Street and Roads for All (SS4A) Planning Studies
Contract #ENG/240734
Request for Contract Performance Time Extension

Dear Mr. Cooper,

Ardurra Group, Inc. is requesting a contract performance time extension for the above referenced project. Ardurra has completed the required deliverables for Tasks A-E and will be submitting the draft Task F deliverable by February 6, 2026, with a final report submitted by February 28, 2026. The final planning studies are expected to go to the City Council for approval in April.

The contract was fully executed on May 27, 2025. The contract currently requires that all work be completed within two hundred seventy (270) days of the start date, or by February 21, 2026. Ardurra is requesting that the City of Ocala please extend the contract deadline to April 30, 2026 to allow time to submit the last deliverable and obtain City Council approval.

Sincerely,

Christy Lofye, PE, PTOE, RSP,

Christy Lofye, PE, PTOE, RSP₁
Central Florida Traffic & Safety Team Leader

cc: Amanda Ashby, Ardurra
Yvette Houck, Ardurra

AMENDMENT TO Contract# ENG/240734

This AMENDMENT is made this 2nd day of February 2026 by and between the City of Ocala, a Florida municipal corporation ("City") and Ardurra Group, Inc. ("Consultant").

RECITALS

WHEREAS, the City and CONSULTANT entered into that certain Professional Services Agreement for Development of Safe Streets for All – Vision Zero Action Plan ("Agreement") on the 27th day of May, 2026 under which CONSULTANT agreed to provide certain professional analysis and planning services related to Safe Streets and Roads for All Planning Studies ("Project") for the City of Ocala. Capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement; and

WHEREAS, CONSULTANT now desires to amend the Agreement to extend the time for performance period in accordance with this Amendment.

NOW, THEREFORE, the Agreement is hereby amended as follows:

1. Time for Performance is hereby amended as follows:

The total time for performance is increased from 270 days from the start date to 338 days from the start date, or until April 30, 2026.

2. All other terms and conditions in the Agreement previously executed by the parties remain in full force and are applicable to this Amendment.

IN WITNESS WHEREOF, the parties hereto executed this Amendment the day and year first above written.

Ardurra Group, Inc.

By: 

Name: Steve Sommerfeldt, P.E.
Title: Vice President / Practice Director

City of Ocala

By: 
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Name: Ken Whitehead
Title: Assistant City Manager

Approved as to form and legality:


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Certificate Of Completion

Envelope Id: 75D3EB28-3E45-40CD-876D-DD54293CFCD2	Status: Completed
Subject: FOR SIGNATURE - Amendment for Time Extension - Safe Streets and Roads Planning Studies (ENG/250878)	
Source Envelope:	
Document Pages: 2	Signatures: 2
Certificate Pages: 5	Initials: 0
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Envelopeld Stamping: Enabled	Patricia Lewis
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	110 SE Watula Avenue
	City Hall, Third Floor
	Ocala, FL 34471
	plewis@ocalafl.org
	IP Address: 216.255.240.104

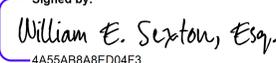
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2/16/2026 11:03:59 AM	plewis@ocalafl.org	
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Signer Events

William E. Sexton, Esq.
 wsexton@ocalafl.gov
 City Attorney
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 4A55AB88A8ED04F3...
 Signature Adoption: Pre-selected Style
 Using IP Address: 216.255.240.104

Timestamp

Sent: 2/16/2026 11:07:36 AM
 Viewed: 2/16/2026 11:43:23 AM
 Signed: 2/16/2026 11:43:34 AM

Electronic Record and Signature Disclosure:
 Accepted: 9/15/2023 9:02:35 AM
 ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

Ken Whitehead
 kwhitehead@ocalafl.org
 Assistant City Manager
 City of Ocala
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 5877F71E38874F4...
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Sent: 2/16/2026 11:43:35 AM
 Viewed: 2/16/2026 4:32:19 PM
 Signed: 2/16/2026 4:33:52 PM

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	2/16/2026 11:07:36 AM
Certified Delivered	Security Checked	2/16/2026 4:32:19 PM
Signing Complete	Security Checked	2/16/2026 4:33:52 PM
Completed	Security Checked	2/16/2026 4:33:52 PM

Payment Events	Status	Timestamps
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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.

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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.