



CONTRACT# 200919

CITY OF OCALA CONTINUING PROFESSIONAL SERVICES CONTRACT WORK ORDER

WORK ORDER NUMBER # 41

DS
DK
Contracting Officer
Approval/Initials

EFFECTIVE DATE: 1/29/2026

Project Title: Proposed Flood Mitigation Project, Intersection of SE 4th Street and SE Sanchez Avenue, Ocala, Florida

To: *Geotech*
1016 SE 3rd Avenue,
Ocala FL, 34471

Attn: *Grady Polk*

FUNDING SOURCE: Professional Services

EXPENDITURE ACCOUNT NUMBER: 158-020-430-538-53-31010

In accordance with **your proposal 16356: (Proposed Flood Mitigation Project, Intersection of SE 4th Street and SE Sanchez Avenue, Ocala, Florida)**, 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 **\$1,427.00**.

Requested By: *Don Lewis* Date: *1/30/26*
Department Director

DocuSigned by:
Approved By: *Ken Whitehead* Date: *3/4/2026*
Deputy Assistant City Manager

Created By: Jennifer Stull - Engineering/CIP Date: 1/19/2026



ENGINEERING CONSULTANTS IN GEOTECHNICAL · ENVIRONMENTAL · CONSTRUCTION MATERIALS TESTING

January 7, 2026
Proposal No. 16356

Paul Constable
City of Ocala – Engineering Department
1805 NE 30th Avenue, Building 300
Ocala, Florida 34470

Reference: Proposed Flood Mitigation Project, Intersection of SE 4th Street and SE Sanchez Avenue, Ocala, Florida
Budget Proposal for Geotechnical Engineering Consultant Services

Dear Mr. Constable:

Per your request, Geo-Technologies, Inc. (Geo-Tech) is submitting this budget proposal to assist you on your project.

Based on our conversations and email correspondence with you on January 7, 2026, Geo-Tech understands the project consists of a proposed flood mitigation project at the abovementioned intersection in Ocala, Florida.

Geo-Tech's scope of services for this project will consist of the following:

- One (1) soil boring to a depth of twenty (20) feet below existing site grade in the proposed project area.
- One (1) field horizontal and one (1) field vertical permeability test in the proposed project area.

Geo-Tech will record our boring locations utilizing a Garmin GPSMap64s unit for traceability as the project develops. Samples will be recovered from the project area soil boring per ASTM standards and returned to our laboratory for visual classification per the Unified Soil Classification Group System.

A report will be issued presenting our findings.

Geo-Tech estimates our fee to provide the abovementioned scope of services to be \$1,427.00.

Proposed Flood Mitigation Project
Intersection of SE 4th Street and SE Sanchez Avenue, Ocala, Florida

January 7, 2026
Proposal No. 16356

Our scope of services may change depending on the subsurface conditions found and you will only be invoiced for the actual field exploration services performed at the unit rates shown on the attachment. Mobilization fees provided are based on the anticipated number of site visits. Geo-Tech will not exceed our estimated total fee without authorization from you. The proposed scope of services and estimated prices are itemized and presented in Attachment A.

The report will be available about five (5) business days after the completion of the field exploration and associated laboratory testing services. Field exploration services will not be initiated until the signed authorization is received. Payment for services is required prior to delivery of the sealed reports.

We sincerely appreciate the opportunity to submit this budget proposal to you and understand the importance of providing prompt professional service to keep your project on schedule. Should you have any questions concerning this budget proposal or if we may be of further assistance, please do not hesitate to contact the undersigned.

Sincerely,



Grady N. Polk
Staff Engineer
GNP/CAH



Craig A. Hampy, P.E.
Senior Project Engineer

Please complete the following authorization form and return via email to Grady N. Polk at gpolk@geotechfl.com to schedule the proposed field work.

Signed authorization below gives Geo-Tech, Inc. authorization to collect interest as allowed by the State of Florida on all accounts not paid in full within thirty (30) days. In addition, the signee will be responsible for all attorney fees charged for collection of this invoice.

Authorization Signature: _____ Date: _____

Authorization Name (Please Print): _____

Representing (Company Name): _____

Billing/Mailing Address: _____

Phone No.: _____ Email: _____

Attachment A

Proposed Scope of Services and Estimated Prices

Proposed Flood Mitigation Project
 Intersection of SE 4th Street and SE Sanchez Avenue, Ocala, Florida

January 7, 2026
 Proposal No. 16356

Attachment A
 Proposed Scope of Services and Estimated Prices

Field Services:

• Mobilization of Drill Rig 1 mobilization @ 300.00/each	\$300.00
• Direct Push Boring & Sampling (0' – 50') 1 boring @ 20 L.F. @ 10.00/L.F.	\$200.00
• Field Horizontal Permeability Test 1 test @ \$155.00/each	\$155.00
• Field Vertical Permeability Test 1 test @ \$155.00/each	\$155.00

Laboratory Services:

• Soil Classification 1 hour @ 52.00/hour	\$52.00
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Professional and Technical Services:

• Principal Engineer 2 hours @ 135.00/hour	\$270.00
• Soil Scientist 2 hours @ 95.00/hour	\$190.00
• CADD Draftsman 1 hour @ 55.00/hour	\$55.00
• Secretary 1 hour @ 50.00/hour	\$50.00

Total \$1,427.00

Certificate Of Completion

Envelope Id: E9F5CCF0-ED6A-4A8A-B6BA-56A5B0AEA547	Status: Completed
Subject: SIGNATURE: TWO #41 - Proposed Flood Mitigation Project - SE 4th St and SE Sanchez Ave (ENG/200919)	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 5	Initials: 1
AutoNav: Enabled	Envelope Originator:
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


Record Tracking

Status: Original 2/18/2026 3:44:03 PM	Holder: Patricia Lewis plewis@ocalafl.org	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Ocala - Procurement & Contracting	Location: Docusign

Signer Events

Daphne Robinson
drobinson@ocalafl.org
Contracting Officer
Security Level: Email, Account Authentication (None)

Signature



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

Timestamp

Sent: 2/18/2026 3:45:25 PM
Viewed: 3/3/2026 3:22:30 PM
Signed: 3/3/2026 3:22:48 PM

Electronic Record and Signature Disclosure:

Accepted: 3/3/2026 3:22:30 PM
ID: 35b77955-d3e1-49de-a84d-ee5ca065a607

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



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

Sent: 3/3/2026 3:22:49 PM
Viewed: 3/4/2026 11:17:13 AM
Signed: 3/4/2026 11:22:28 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	2/18/2026 3:45:25 PM
Certified Delivered	Security Checked	3/4/2026 11:17:13 AM
Signing Complete	Security Checked	3/4/2026 11:22:28 AM
Completed	Security Checked	3/4/2026 11:22:28 AM

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.

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.