



CONTRACT# 240627

CITY OF OCALA CONTINUING PROFESSIONAL SERVICES CONTRACT WORK ORDER

WORK ORDER NUMBER # 3

EFFECTIVE DATE: 02/12/2026

^{DS}
PL
Contracting Officer
Approval/Initials

Project Title: OPD Lobby Remodel

To: *Rispoli & Associates*
114 S Manolia Ave
Ocala, FL 34471

Attn: Joseph A Rispoli, AIA

FUNDING SOURCE: Other Services

EXPENDITURE ACCOUNT NUMBER: 001-018-821-521-52-34010

In accordance with ENG/240627 and the executed City Council 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 **\$11,620.00.**

Requested By: *Jan Lewis* Date: 2/13/26
Department Director

DocuSigned by:
Approved By: *Ken Whitehead* Date: 4/1/2026
Deputy Assistant City Manager

Created By: Laurie Hornberger Date: 2/12/2026



February 12, 2026

**Ocala Police Department
Facilities Management**

Steve Chojnacki, Facilities Supervisor schojnacki@ocalapd.org

402 South Pine Avenue

Ocala, Florida 34471

(352) 369-7039

Re: Ocala Police Department Lobby Remodel

Dear, Mr. Chojnacki:

We are excited to work together on your project. It would be our pleasure to provide Construction Documents for renovations to the Ocala Police Department Lobby. Please accept this Proposal on behalf of Rispoli & Associates Architecture, Inc. (RAA) (Architect) & DDC Engineering (mechanical, electrical & plumbing engineer) as defining our commitment to provide architectural & engineering services.

ARCHITECTURAL SCOPE OF WORK

Our office will provide Architectural and Engineering services for the remodel of existing lobby space in the Ocala police department to provide a new secured entry and vestibule. The project will consist of the following:

Renovation shall be based on:

- Construction Document phase: (based on existing interior remodeling of lobby space)
 - Provide full architectural and engineering construction documents for permitting and construction
 - Construction documents shall be based on conceptual plans provided by the owner and conversations from the owner meeting on 12/18/25.

ARCHITECTURAL FEE

PHASE 1: Concept Design Phase	
Provide initial concept drawings for review and approval from the owner. This includes existing, demolition and proposed plans along with a written scope to clearly convey the owner's scope and design intent.	
Total Phase 1 Fee:	Fee \$ 2,660.00
Architect Principal \$195/hr @ 2 hrs.	\$390
Sr. Architect CAD Production \$125/hr @ 10 hrs.	\$1250
Architectural CAD Production \$85/hr @ 12 hrs	\$1020



TASK 2: Construction Documents	
Schematic Design – Establish basis of design from approved concept drawings and owner’s programming requirements. Refine concepts further in preparation for design development phase.	
Design Development – Integrate design, material selections, structural and develop design drawings (floor & roof plans and exterior elevations).	
Construction Documents – Complete balance of construction documents, and prepare bidding and final signed and sealed permit documents for contractor pricing and building department permitting. Contractor shall be responsible for submitting and obtaining building permit. Building department comments will be addressed and responses will be provided as needed to ensure issuance of permit, as far as the comments are relevant to our architectural scope. Access flooring specification is not included.	
See Task 2 for Mechanical, Electrical / Lighting and Plumbing below	
Total Task 2 Fee:	Fee \$ 8,690.00
Architect Principal \$195/hr @ 8 hrs.	\$1,560
Sr. Architect CAD Production \$125/hr @ 32 hrs.	\$4,000
Architectural CAD Production \$85/hr @ 40 hrs	\$3,400

TASK 4: Construction Administration	
Rispoli & Associates can provide consultation; regular on-site meetings with the contractor and owner, pay request review, shop drawing and product submittal reviews, and any design modifications or building department letters during the construction phase	Optional Services
Rispoli & Associates can provide a Per Visit Fee, for the duration of the construction period or an hourly rate as per attached fee schedule page 4 of 4	See Rates on sheet 4 of 4

Summary	
TASK 1: Architectural Concept Design Phase	\$ 2,660.00
TASK 2: Architectural Construction Documents	\$ 8,960.00
TASK 3: Construction Administration (Owner option)	(Optional)
Reimbursables shall be Invoiced at our Direct Cost plus 15%.	Direct Cost plus 15%
Total Fee for Services above	\$ 11,620.00

TIME LINE: shall be dependent on owner reviews, estimated time to complete: 4-6 weeks after final concept drawings are approved.

REIMBURSABLE EXPENSES:

Reimbursable expenses are included in architectural fee and are not to exceed an allowance of \$100.00. Additional expense costs shall be billed at our direct cost + 10% with owner approval.

Steve Chojnacki,
Facilities Supervisor
(352) 369-7039

Re: Ocala Police Department Lobby Remodel

ADDITIONAL SERVICES and Hourly Rates:

This shall be per City of Ocala Continuing Contract Agreement requirements.

PAYMENT SCHEDULE:

Payment will be due and payable upon receipt of the Statements or per the City of Ocala policy.

If this proposal meets with your approval, please execute a notice to proceed and/or purchase order as required.

If this Proposal meets with your approval, please sign below and return one copy with the retainer authorizing us to proceed.

Sincerely,



Joseph A. Rispoli, AIA
Architect, FL. # AR95439

RISPOLI & ASSOCIATES ARCHITECTURE, INC.



FEE SCHEDULE FOR PROFESSIONAL SERVICES

Personnel Classification	Hourly Billing Rate
Architect	\$175.00
CAD Technician	\$95.00
Clerical	\$55.00

Owner's Option - Construction Administration Fee Schedule

Rispoli & Associates can provide consultation, regular on-site meetings with the contractor and owner, pay request review, shop drawing and product submittal reviews, and any design modifications during the construction phase at the following rates:

Per Visit Rate	Hourly per rates above
Construction Admin. for the duration of Construction per visit rates above.	

REIMBURSABLE COSTS

(For over and above what is indicated under Reimbursable Allowance above)

Item	Quantity	Cost
Overnight Mail		Direct Cost + 15%
Blueprinting 24" x 36"	Per Sheet	Direct Cost + 15%
Photocopies 8 1/2" x 11"	Per Sheet	Direct Cost + 15%
Photocopies 11" x 17"	Per Sheet	Direct Cost + 15%
Color Copies 8 1/2" x 11"	Per Sheet	Direct Cost + 15%
Color Copies 11" x 17"	Per Sheet	Direct Cost + 15%
Renderings (if requested by owner)	Each	Direct Cost + 15%

END OF PROPOSAL



Certificate Of Completion

Envelope Id: 01BB9164-C924-856C-811D-AF7C1042361A
 Subject: SIGNATURE: TWO #3 - OPD Lobby Remodel (ENG/240627)
 Source Envelope:
 Document Pages: 5
 Certificate Pages: 2
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Patricia Lewis
 110 SE Watula Avenue
 City Hall, Third Floor
 Ocala, FL 34471
 plewis@ocalafl.org
 IP Address: 216.255.240.104


Record Tracking

Status: Original
 3/30/2026 8:35:10 AM
 Security Appliance Status: Connected
 Holder: Patricia Lewis
 plewis@ocalafl.org
 Pool: StateLocal
 Location: DocuSign

Signer Events

Patricia Lewis
 plewis@ocalafl.org
 Senior Contract Specialist
 City of Ocala
 Security Level: Email, Account Authentication
 (None)

Signature


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

Timestamp

Sent: 3/30/2026 8:37:54 AM
 Viewed: 3/30/2026 8:38:06 AM
 Signed: 3/30/2026 8:38:09 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

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: 3/30/2026 8:38:10 AM
 Viewed: 4/1/2026 11:04:45 AM
 Signed: 4/1/2026 11:08:53 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 Sent	Hashed/Encrypted	3/30/2026 8:37:54 AM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	4/1/2026 11:04:45 AM
Signing Complete	Security Checked	4/1/2026 11:08:53 AM
Completed	Security Checked	4/1/2026 11:08:53 AM

Payment Events	Status	Timestamps
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