



CONTRACT# 210895

# CITY OF OCALA

## CONTINUING PROFESSIONAL SERVICES

### CONTRACT WORK ORDER

WORK ORDER NUMBER # 51

EFFECTIVE DATE: 7/16/25

DS  
*DR*  
 Contracting Officer  
 Approval/Initials

**Project Title:** Stormwater Master Plan

To: *Kimley Horn and Associates*  
 1700 SE 17th St, Suite 200  
 Ocala, FL 34471

Attn: *Amber L. Gartner, PE*
**FUNDING SOURCE:** Professional Services

**EXPENDITURE** 158-020-430-538-53-31010- \$162,170 - City Match  
**ACCOUNT NUMBER:** 158-050-396-538-53-31010- \$300,000- Grant Portion

In accordance with ENG/210895 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 **\$ 462,170.11 .**

Requested By:

*Sean Lewis*  
 Department Director

Date:

*7/18/2025*

Approved By:

Council President

Date:

Created By:

Nyla Nguyen

Date:

7/16/2025



## INDIVIDUAL PROJECT ORDER NUMBER 2024-7

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn or Consultant) and The City of Ocala (the City or Client) in accordance with the terms of the Master Agreement for Continuing Professional Services, Contract ENG/210895 dated September 25, 2022, which is incorporated herein by reference.

### ***Identification of Project:***

Project: Stormwater Master Plan

Client: City of Ocala

Project Manager: Alan Garri, P.E.

### ***General Category of Services:***

The scope of services and fees described herein are based upon the following assumptions and project understanding.

1. The City currently operates stormwater management facilities and programs within the incorporated City limits. To address flood protection for its residents, the City seeks to identify and address critical issues through the creation and implementation of a Stormwater Master Plan (SWMP). This Project helps to address these needs by identifying limits of flooding during the various design storm events based on the most up-to-date development information and topographic data. The City also desires to include an analysis of existing water quality concerns in this SWMP.
2. The SWMP will be based on an existing conditions stormwater model and associated data developed as part of a Vulnerability Assessment to be completed for the City as a separate project.
3. It is understood that the model developed as part of the Vulnerability Assessment may be regional in nature and may not reflect a model scale that would capture proposed improvements. Additional model revisions within areas of interest should be performed to ensure that proposed improvements are modeled at an appropriate scale.
4. The SWMP will include an analysis of pollutant loading within the City based on available land use data, existing conveyance and assumed treatment based on the created existing conditions ICPR4 model.
5. The SWMP will evaluate conceptual improvements to the existing stormwater management system within the City based on modeled flooding reduction, modeled water quality improvement, and estimated cost.
6. The completed model and findings of this Project may be leveraged in future projects, such as infrastructure projects, FEMA map revisions, and grant applications. However, additional project-specific updates and information may be needed as the model being created is a planning level tool specifically for the SWMP.

## **SPECIFIC SCOPE OF BASIC SERVICES**

Kimley-Horn will provide the services specifically set forth below.

### **Task 1 - Project Meetings and Administration**

- A. Kickoff Meeting: Kimley-Horn will attend a kickoff meeting with the City to introduce team members, discuss the scope and timeline of work, establish communication preferences, and discuss project administration and invoicing. During the Kickoff Meeting, the City will identify historic flooding locations.
- B. Progress Meetings: Kimley-Horn will attend up to eight progress meetings throughout the duration of the project. Kimley-Horn will prepare a meeting agenda and meeting notes for each progress meeting and will provide these to the City.

**C. Deliverables:**

- 1) Meeting Agenda and Notes for Kickoff Meeting – one (1) electronic copy in PDF format
- 2) Meeting Agenda and Notes for each progress meeting – one (1) electronic copy in PDF format for each of the 8 meetings

**Task 2 - Area of Interest Identification and Data Collection**

- A. Area of interest identification: Based on findings from the vulnerability assessment, Kimley-Horn and City will meet to identify fifteen (15) areas of interest that have the potential for future stormwater improvements or that are of special concern to the City. Kimley-Horn will prepare a map that serves as a list of selected areas of interest based on this meeting.
- B. Field Visit: Within the selected areas of interest, Kimley-Horn will visit the field to verify local drainage patterns and drainage structures. Kimley-Horn will photograph and document the size and material of the accessible major conveyance stormwater structures visited. It is anticipated that areas and structures that have already been visited in past studies or are already to the desired level of detail will be visited as needed. This total subtask is limited to 5 days of fieldwork.
- C. Survey and Coordination with Surveyor: Kimley-Horn will coordinate with the surveyor to identify survey needs and provide requested information to the surveyor. It is anticipated that survey needs will be identified for some areas ahead of others. The cost associated with Task 2C will only be for Kimley-Horn's coordination efforts. Cost for the survey work will be approved under a separate contract amendment.
- D. Deliverables:
  - 1) Kimley-Horn will compile information collected in Task 2 into a single deliverable folder with a list of data collected. The data contained in the deliverable will be limited to data relevant to model development.
  - 2) Areas of Interest Map – One (1) electronic copy in PDF format

**Task 3 - Existing Conditions Model Refinement**

- A. Existing Conditions Model – Area of Interest Refinement: Kimley-Horn will utilize the existing model created as a baseline for a refined existing conditions model that will provide additional model detail at each of the ten selected areas of interest. The additional model detail of the refined model will represent existing drainage patterns that are local in each area of interest that were not reflected in the existing model from the vulnerability assessment. The additional model detail may include changes to the basins, nodes, and links of the existing conditions model that reflect local storm structures, storage areas, or other local drainage features. Refinement to this level of detail will be limited to the areas of interest.
- B. Deliverable:
  - 1) Exhibit of level pool floodplains for one design storm event at each area of interest

**Task 4 - Pollutant Loading Analysis**

- A. Water Quality Data Review: Kimley-Horn will review available Florida Department of Environmental Protection (FDEP) documents, including Total Maximum Daily Loads or Basin Management Action Plans ("BMAPs") within the study area, as well as review available water quality data from FDEP and Environmental Protection Agency (EPA).
- B. Pollutant Loading Analysis: Based on the findings of the water quality data review, the City will provide direction on pollutants of interest (anticipated to be 2-5). For each pollutant of interest, Kimley-Horn will perform a spreadsheet-based pollutant load analysis that will calculate assumed

loading within the project area for a given calendar year. It is anticipated that pollutant loading will be based on land use and include each modeled basin. The analysis will summarize pollutant loadings into identified areas of pollutant concern based on flow direction and loading from the stormwater model. Kimley-Horn will submit a Technical Memorandum that will summarize the pollutant load analysis methodology and results to the City for review and comment and will update the pollutant analysis one time based on City feedback.

C. Deliverable:

- 1) Pollutant Loading Analysis Technical Memorandum

Task 5 - Flood Protection Level of Service Determination

- A. Level of Service Analysis: The City will provide a list of desired Level of Service ("LOS") criteria, which will consist of goals for existing structural and paved features to be above the floodplain elevations of certain design storms based on the results of Task 3. Kimley-Horn will review landmark elevations which will include estimated ground elevations around building footprints, assumed finish floor elevations, and pavement elevations. The City will provide the building footprint layer and road centerline layer if available, or open-source data will be utilized. Kimley-Horn will compare the landmark elevations to the relevant design storm floodplains as defined by the City's LOS criteria to identify areas where the LOS criteria is not being met. Kimley-Horn will then prepare maps showing all portions of the City that are not meeting LOS criteria.

B. Deliverable:

- 1) Level of Service Maps

Task 6 - Alternatives Analysis

- A. Initial Project Selection: Based on the results from Tasks 4 and 5, Kimley-Horn will identify areas for potential projects. Once basins are identified, Kimley-Horn will review those areas for open land or other potential project locations for proposed projects. Kimley-Horn will meet with the City to review locations of potential projects and choose areas and/or types of projects to focus on for the alternatives analysis. Kimley-Horn will discuss flood reduction goals with the City and create preliminary layouts of the drainage improvements.
- B. Project Refinement: Kimley-Horn will identify a list of up to ten (10) proposed project areas. For each project area, Kimley-Horn will conduct an alternatives analysis that will perform up to ten (10) model iterations that will reflect proposed stormwater improvement alternatives associated with the identified projects. The modeled iterations will be reviewed, and the most effective iteration will be chosen as the Refined Project. Kimley-Horn will create updated level pool floodplains from the Refined Projects and prepare an exhibit comparing the level pool floodplains for each design storm in existing conditions and for the Refined Projects. The LOS Analysis will be updated for each project, demonstrating the project's level of service. The Pollutant Loading Analysis will be updated for each project to demonstrate the effectiveness of pollutant reduction.
- C. Preliminary Project Layout: Kimley-Horn will create a Preliminary Project Layout for each Refined Project. This layout will serve as exhibit that illustrates the scale and nature of the project. Each Preliminary Project Layout will include a schematic of the existing modeled infrastructure and preliminary schematics of proposed storage and infrastructure changes. A Preliminary Project Layout will be prepared for all model storm events with existing and proposed model results in the form of level pool floodplains shown for a chosen storm event. The Preliminary Project Layouts will show the level of service improvement for each project area for a chosen storm event.
- D. Deliverable:
- 1) List of Selected Projects

- 2) Preliminary Project Layouts – one for each design storm event – 10 total
- 3) Updated Pollutant Loading Analysis that will include analysis on pollutant loading reduction associated with Refined Projects.
- 4) Updated LOS Analysis will include analysis of LOS improvement associated with Refined Projects.

#### Task 7 - Benefit-Cost Analysis

- A. Preliminary Opinions of Probable Construction Cost: Kimley-Horn will prepare preliminary opinions of probable construction cost (OPCC) (Class II level) for the ten (10) Refined Projects. The preliminary OPCC will be developed using current industry information. The information will be used to compare the alternatives and general anticipated cost. Further refinement of the OPCC will be developed in the future.
- B. Benefit-Cost Rank: Kimley-Horn will prepare an overall benefit-cost analysis. The benefits will be based on the overall drainage improvements (LOS improvement) and improved water quality based on the Best Management Practice (BMP) analysis. The cost will be based on the prepared cost estimate for each alternative. Kimley-Horn will compare the benefits to the cost and create a ranking for review with the City.
- C. Decision Support Matrix: Kimley-Horn will prepare a decision support matrix that compares the benefits and anticipated costs of each alternative, as well as additional considerations provided by the City. Kimley-Horn will meet with the City to obtain any additional input and will add additional potential categories for use in a decision support matrix. The City will also provide input if each category should be weighted.
- D. Deliverables:
  - 1) Opinion of Probable Construction Cost – one (1) OPC for each of the ten (10) Refined Projects.
  - 2) Benefit-Cost Ranking – one (1) electronic copy in PDF format
  - 3) Decision Support Matrix – one (1) electronic copy in PDF format

#### Task 8 - Final Report and Recommendation

- A. Grant Funding Opportunities Review: Kimley-Horn will review grants that may be available for projects developed under Task 6. This will be completed more generally based on project types, rather than project by project. A description of potential grant funding sources will be included in the Final Report.
- B. Recommend Alternative Report: Kimley-Horn will create a report describing the analysis used to determine the final recommended alternatives. The report will include a brief discussion of model development, preliminary layouts, opinions of probable costs, and the decision support matrix. Kimley-Horn will submit a draft version of the report to the City for review. Kimley-Horn will address City comments and prepare a final report for submittal to the City.
- C. Deliverables:
  - 1) Draft Report (PDF)
  - 2) Final Report, signed and sealed (PDF)

### INFORMATION PROVIDED BY CLIENT

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the City or the City's consultants or representatives. The City shall provide all information requested by Kimley-Horn during the Project.

### SCHEDULE

Kimley-Horn will prove the Scope of Services as expeditiously as practicable with the goal of meeting a mutually beneficial schedule.

### METHOD OF COMPENSATION

Kimley-Horn will perform the services in Tasks 1 - 8 for the total lump sum labor fee below.

<i>Task Description</i>	<i>Lump Sum Fee</i>
Task 1- Project Meetings and Administration	\$16,531.90
Task 2 - Area of Interest Identification and Data Collection	\$24,517.62
Task 3 - Existing Conditions Model Refinement	\$49,217.00
Task 4 - Pollutant Loading Analysis	\$65,529.62
Task 5 - Flood Protection Level of Service Determination	\$25,485.85
Task 6 - Alternatives Analysis	\$123,073.66
Task 7 - Benefit-Cost Analysis	\$94,803.66
Task 8 - Final Report and Recommendation	\$63,010.80
<b>Total</b>	<b>\$462,170.11</b>

In addition to the lump sum labor fee, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. All permitting, application, and similar project fees will be paid directly by the Client.

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Reimbursable expenses will be invoiced based upon expenses incurred. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

ACCEPTED:

THE CITY OF OCALA, FLORIDA


By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

KIMLEY-HORN AND ASSOCIATES, INC.

By:   
Richard V. Busche, PE – Principal

By:   
Alan J. Garri, P.E. – Project Manager

Date: April 17, 2024



TABLE A														1 of 1	
COST ESTIMATE FOR SERVICES														4-17-2024	
PROJECT: 2024-7_STORMWATER MASTER PLAN														SHEET:	
CLIENT: CITY OF OCALA														DATE:	
KHA PM: ALAN GARRI, P.E.															
BASIS FOR ESTIMATE: COUNCIL-APPROVED HOURLY RATES, CONTRACT #ENG/210895															
		DIRECT LABOR (MAN-HOURS)													
NO.	DESCRIPTION	Project Manager 2	Chief Engineer 1	Chief Engineer 2	Senior Engineer 1B	Senior Engineer 2	Project Engineer 2	Project Engineer 1	Engineering Intern	Chief Designer	Secretary/Clerical	LABOR HOURS	SUB (\$)	LABOR TOTAL	
1	Project Meetings and Administration	\$224.86	\$305.66	\$290.23	\$262.47	\$260.05	\$225.65	\$175.50	\$137.42	\$170.09	\$103.26			\$ 16,531.90	
2	Area of Interest Identification and Data Collection	12	2	2	4	8	16	16	18		6	84		\$ 24,517.62	
3	Existing Conditions Model Refinement		2	4	30	16	24	60	100	30	6	272		\$ 49,217.00	
4	Pollutant Loading Analysis		4	6	40	24	32	80	175		5	366		\$ 65,529.62	
5	Flood Protection Level of Service Determination		2	3	22	6	8	24	70		10	145		\$ 25,485.85	
6	Alternatives Analysis		12	16	40	40	80	125	380		16	709		\$ 123,073.66	
7	Benefit-Cost Analysis		6	8	80	20	30	100	280		16	540		\$ 94,803.66	
8	Final Report and Recommendations		2	4	80	8	16	70	150		16	346		\$ 63,010.80	
SUB TOTAL: \$													\$ -	\$ 462,170.11	
GRAND TOTAL: \$													\$	462,170.11	

## Certificate Of Completion

Envelope Id: 8C8DCE3C-7142-4898-B3DE-FF1F167B8A42

Status: Completed

Subject: SIGNATURE: TWO #51 - Stormwater Master Plan - Kimley-Horn (ENG/210895)

Source Envelope:

Document Pages: 7

Signatures: 0

Envelope Originator:

Certificate Pages: 4

Initials: 1

Patricia Lewis

AutoNav: Enabled

110 SE Watula Avenue

Envelopeld 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

Status: Original

Holder: Patricia Lewis

Location: DocuSign

7/22/2025 11:29:49 AM

plewis@ocalafl.org

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: 7/22/2025 11:30:34 AM

Viewed: 7/22/2025 4:14:53 PM

Signed: 7/22/2025 4:15:00 PM

## Electronic Record and Signature Disclosure:

Accepted: 7/22/2025 4:14:53 PM

ID: 953c31c6-db80-4cdc-91c6-30558e8bfc5c

## 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

7/22/2025 11:30:34 AM

Certified Delivered

Security Checked

7/22/2025 4:14:53 PM

Signing Complete

Security Checked

7/22/2025 4:15:00 PM

Completed

Security Checked

7/22/2025 4:15:00 PM

## 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](mailto: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](mailto: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](mailto: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](mailto: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.