

CONTRACT# ENG/210895

CITY OF OCALA CONTRACT WORK ORDER

WORK ORDER NUMBER # 2025-11 (#46)

Contract Manager
Approval/Initials

EFFECTIVE DATE: _____

Project Title: SPCC Five-Year Update

To: Kimley-Horn & Associates, Inc
101 E Silver Springs Blvd, Suite 400
Ocala, Florida 34470

Attn: Richard V. Bushe, PE

FUNDING SOURCE: _____

EXPENDITURE
ACCOUNT NUMBER:

457-032-235-531-53-34010

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 \$ 35,009.31.

Requested By: _____

Department Director

Date: _____

4/22/25

Approved By: _____

Deputy/Assistant City Manager

Date: _____

6/2/25



INDIVIDUAL PROJECT ORDER NUMBER 2025-11

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

Identification of Project:

Project: SPCC Five-Year Update

Client: City of Ocala

Project Manager: Jamin Frommel, PG

General Category of Services:

The City of Ocala Electric Utility maintains 21 properties, 20 substations and one storage yard, where oil is stored above ground with an aggregate quantity of greater than 1,320 gallons. As such a Tier II Spill Prevention, Control and Countermeasure (SPCC) Plan is required for the facility. Pursuant to 40 CFR 112.5(b), a review and evaluation of a facility's SPCC Plan must be completed every five years. The corresponding SPCC Plan must be updated within six months of the review to include more effective pollution prevention and control technology. The City of Ocala Electric Utility would like Kimley-Horn to perform a five-year review of the SPCC Plan for the 20 substations and one storage yard operated within the City of Ocala.

SCOPE OF SERVICES

Task 1 – SPCC Plan Five-Year Review

- A. Kimley-Horn will perform a five-year review of the SPCC Plan prepared for the 20 City of Ocala substation properties and one storage yard. The 20 substations and one storage yard can be identified by the following names:
- 1) Airport Substation
 - 2) Baseline Substation
 - 3) Dearmin Substation
 - 4) Dixie Substation
 - 5) Enzian Substation
 - 6) Ergle Substation
 - 7) Leo White III Substation
 - 8) Maricamp Dayco #1 Substation
 - 9) North Substation
 - 10) Nuby's Corner Substation
 - 11) Ocala Palms Substation

- 12) Paddock Mall Substation
- 13) Richmond Heights Substation
- 14) Richmond #2 Substation
- 15) Shady Road Substation
- 16) Shady #2 Substation
- 17) Sharpes Ferry Substation
- 18) Shaw Substation
- 19) Silver Springs Substation
- 20) Storage Yard
- 21) Water Plant Substation

The aggregate oil storage capacity at the 20 substations and one storage yard, as reported in the current SPCC Plan, is 253,853 gallons.

- B. The five-year review conducted City of Ocala Electric Utility SPCC Plan will consist of the following:
- 1) Review of the existing SPCC Plan and the corresponding tables, figures and appendices.
 - 2) A site reconnaissance to observe the existing oil storage facilities, secondary containment, and pollution prevention and control technologies used on-site.
 - 3) Review of the spill history for each facility.
 - 4) Review of inspection records.
 - 5) Review of emergency contact information.
- C. Kimley-Horn will coordinate with The City of Ocala Electric utility to schedule and conduct a reconnaissance of each property. We assume that the reconnaissance of the 21 properties will be conducted during three to four consecutive days (approximately five to seven properties per day). During the site reconnaissance, Kimley-Horn will review the records and document information pertaining to the facility's oil storage, secondary containment, spill prevention and controls that will be necessary to update the SPCC Plan.

Task 2 – Five-Year Review Memorandum

- A. Kimley-Horn will prepare a summary memorandum for the SPCC Plan update. The memorandum will include the following:
- 1) A summary of the site reconnaissance findings including an accounting of the aggregate oil storage capacity of the facility, secondary containment, and spill prevention and pollution control procedures.
 - 2) Compliance concerns identified during the site reconnaissance.

- 3) Spill history for the last five years.
 - 4) Review of the existing SPCC Plan and corresponding documentation.
- B. The purpose of the five-year review is to identify more effective prevention and control technology that may significantly reduce the likelihood of a discharge. Additionally, the review is performed to identify any changes in the manner of procedures in which oil is stored and managed on-site. Therefore, the memorandum will identify components of the SPCC Plan that may need updated or revised. Additionally, the memorandum will include recommendations for modifications to the SPCC Plans that The City of Ocala Electric Utility may want to consider.
- C. Pursuant to 40 CFR 112, The City of Ocala Electric Utility will have six months to amend the respective SPCC Plans following the five-year review.

Task 3 – SPCC Plan Update

- A. Kimley-Horn will prepare a *Spill Prevention Control and Countermeasures (SPCC) Plan* for the Site pursuant to 40 CFR Part 112. Information obtained and observations made during the site reconnaissance will be used in preparing the Plan. We will rely upon the Client to provide specific information regarding the facility that will be included in the Plan. Additionally, Kimley-Horn will coordinate and participate in a one-hour conference call with The City of Ocala Electric Utilities staff to discuss the in-house procedures for spill control and hazardous materials management. This includes identifying the on-site personnel that will be responsible for implementing the SPCC Plan. The completed SPCC Plan will include:
- 1) A map of each property and oil storage systems
 - 2) Description of the oil storage systems and secondary containment
 - 3) Site-specific emergency contact information
 - 4) Summary of procedures to prevent and mitigate spills
 - 5) Summary of spill response equipment

The SPCC Plan will be signed and sealed by a Professional Engineer.

Kimley-Horn will provide the Client with one electronic (PDF) copy and one hard copy of the SPCC Plan.

ADDITIONAL SERVICES

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. Additional services we can provide include, but are not limited to:

1. Conducting employee training
2. Secondary containment design
3. Meeting with State or Local environmental agencies regarding the SPCC Plan

INFORMATION PROVIDED BY CLIENT

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

1. Copies of the existing SPCC Plans and supporting documentation
2. An inventory of all on-site oil storage in containers 55-gallons and larger
3. The name and contact information for site-specific emergency personnel
4. Emergency response contractor information
5. Spill records for each facility
6. Employee training records
7. Information regarding site-specific spill response and tank filling procedures
8. Available information and documentation pertaining to changes to the storage tank systems, piping, and secondary containment.

SCHEDULE

Kimley-Horn will begin services upon receipt of an executed IPO. The above services will be provided as expeditiously as practicable to meet a mutually agreed-upon schedule.

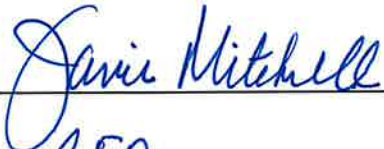
FEE AND EXPENSE

Kimley-Horn will perform the Scope of Services in Tasks 1 and 2 for a lump sum fee of **\$16,052.71**. Kimley-Horn will perform the services in Task 3 on a labor fee plus expense basis with a maximum labor fee of \$19,000. All permitting, application, and similar project fees will be paid directly by the City. A breakdown of the fee per task is provided in the attached Table A.

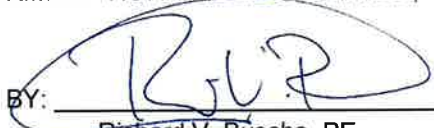
Attachments: Table A

ACCEPTED:

THE CITY OF OCALA, FLORIDA

BY: 
TITLE: CFO
DATE: 6/2/25

KIMLEY-HORN AND ASSOCIATES, INC.

BY: 
Richard V. Busche, PE
TITLE: Senior Vice President
DATE: April 8, 2025

