



CONTRACT# 210895

CITY OF OCALA CONTINUING PROFESSIONAL SERVICES CONTRACT WORK ORDER

TASK WORK ORDER NO: 2026-01/OFN

EFFECTIVE DATE: 2/27/26

DS
DR
Contracting Officer
Approval/Initials

**Project Title: UTILITY COORDINATION - 439238-2-52-01 - SR 25
Pedestrian Improvements from SE 102nd Place to SR 200 - Approved
Phase II Utility Contact**

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

Attn: *Richard Busche*

FUNDING SOURCE: Professional Services

EXPENDITURE ACCOUNT NUMBER: 490-031-290-539-53-31010

In accordance with your 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 \$ 30,000.

Signed by:
Requested By: *J. Mel Poole* Date: 3/4/2026
4D5CC2E06FD Department Director

Signed by:
Approved By: *Janice Mitchell* Date: 3/26/2026
55C32E43858111 Council President/City Manager



INDIVIDUAL PROJECT ORDER NUMBER 2026-01

Describing a specific Agreement between Kimley-Horn and Associates, Inc. ("Kimley-Horn"), and The City of Ocala (the "City" or the "Client") 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: City of Ocala Fiber System Permit Coordination

Project Manager: Richard V. Busche, PE

General Category of Services:

Under this Individual Project Order (IPO), Kimley-Horn will assist the City's Fiber Communication Department with reviewing facility markup requests for new construction projects in public rights-of-way, and support fiber relocation or new facility plans and permitting, as detailed in the Scope of Services below.

SCOPE OF SERVICES

Task 1 – Fiber System Coordination

- A. The City will provide Kimley-Horn with access to their fiber facility records in GIS and record drawing format. The City acknowledges that the information in these data sources may be inaccurate and incomplete. Kimley-Horn shall not be held responsible for the accuracy of the City's information as we provide these services.
- B. Kimley-Horn will receive information from the City as they receive submittals requesting markups of existing fiber facilities adjacent to roadway, utility, and development construction projects. Kimley-Horn will review the City's record information and provide a utility markup indicating facilities to remove, facilities to remain, and facilities to relocate (commonly known as Reds, Greens, and Browns (RGBs) respectively). The City will review the markup and provide comments or issue it to the outside entity requesting coordination.
- C. Kimley-Horn will provide these services to the City but will not act as the owner of the facility.
- D. Kimley-Horn will assist the City in preparation of Utility Work Schedules (UWS) if they are needed for any projects.
- E. Kimley-Horn may provide design plans and permitting coordination services for new fiber facilities within public rights-of-way if requested by the City.
- F. Kimley-Horn will provide other miscellaneous fiber system coordination services as requested by the City.

SCHEDULE

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

FEE AND BILLING

Services under this IPO will be provided on an hourly basis in accordance with the approved rate schedule associated with the Master Agreement and will not exceed \$29,932.92 without written authorization. When the budget is expended, Kimley-Horn will provide a new IPO to provide a continuation of work for additional fees. Services provided under this IPO will be invoiced monthly. All invoices will include a description of services provided.


Attachment: TABLE A

ACCEPTED:

THE CITY OF OCALA, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

Signed by:
BY: Janice Mitchell
55198B43858A4E1...

BY: 
Richard V. Busche, PE

TITLE: CFO

TITLE: Senior Vice President

DATE: 3/26/2026

DATE: January 29, 2026



**TABLE A
COST ESTIMATE FOR SERVICES**

PROJECT: 2026-01_OCALA FIBER SYSTEM PERMIT COORDINATION
 CLIENT: CITY OF OCALA
 KHA PM: RICHARD V. BUSCHE, PE
 BASIS FOR ESTIMATE: COUNCIL-APPROVED HOURLY RATES, CONTRACT #ENG/210895

SHEET: 1 of 1
 DATE: JAN 2026

TASK NO.	DESCRIPTION	DIRECT LABOR (MAN-HOURS)							LABOR TOTAL
		Chief Engineer 1	Senior Engineer 1A	Senior Engineer 1B	Project Engineer 1	Engineering Intern	Secretary/ Clerical	LABOR HOURS	
1	FIBER SYSTEM COORDINATION	\$305.66 2	\$229.37 2	\$262.47 2	\$175.50 80	\$137.42 80	\$103.26 32	198	\$ 29,932.92
TOTALS:		2	2	2	80	80	32	198	\$ 29,932.92
GRAND TOTAL: \$ 29,932.92									

Certificate Of Completion

Envelope Id: DB69E734-FE68-4072-9CC5-6F017E2137F4
 Subject: SIGNATURE: TWO #2026-01 - OFN Fiber System Permit Coordination (ENG/210895)
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 5
 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
 3/3/2026 3:30:10 PM
 Security Appliance Status: Connected
 Holder: Patricia Lewis
 plewis@ocalafl.org
 Pool: StateLocal
 Location: DocuSign

Signer Events

J. Mel Poole
 mpool@ocalafl.gov
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:


 4D5CC2E06FDF48D...
 Signature Adoption: Pre-selected Style
 Using IP Address: 216.255.240.104

Timestamp

Sent: 3/3/2026 3:32:36 PM
 Viewed: 3/4/2026 7:51:41 AM
 Signed: 3/4/2026 7:52:33 AM

Electronic Record and Signature Disclosure:
 Accepted: 3/4/2026 7:51:41 AM
 ID: 055f80c1-d3bb-4a17-859f-6914562b8a24


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


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

Sent: 3/4/2026 7:52:34 AM
 Viewed: 3/4/2026 7:53:11 AM
 Signed: 3/26/2026 7:20:43 AM

Electronic Record and Signature Disclosure:
 Accepted: 3/26/2026 7:20:25 AM
 ID: e0a8e66f-22a8-4578-a100-442d5cbab61a

Janice Mitchell
 jmitchell@ocalafl.org
 CFO
 City of Ocala
 Security Level: Email, Account Authentication
 (None)

Signed by:

 55198B43858A4E1...
 Signature Adoption: Pre-selected Style
 Using IP Address: 38.34.227.194
 Signed using mobile

Sent: 3/26/2026 7:20:44 AM
 Viewed: 3/26/2026 7:59:54 AM
 Signed: 3/26/2026 8:02:21 AM

Electronic Record and Signature Disclosure:
 Accepted: 3/26/2026 7:59:54 AM
 ID: 14a1983e-b826-499e-b8f1-8b51e514caab

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
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/3/2026 3:32:36 PM
Certified Delivered	Security Checked	3/26/2026 7:59:54 AM
Signing Complete	Security Checked	3/26/2026 8:02:21 AM
Completed	Security Checked	3/26/2026 8:02:21 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.