



CONTRACT# 250519

CITY OF OCALA

CONTINUING PROFESSIONAL SERVICES

CONTRACT WORK ORDER

WORK ORDER NUMBER # 6

EFFECTIVE DATE: 01/21/2026

DS
Dr
 Contracting Officer
 Approval/Initials

Project Title: City of Ocala Electric Building Foyer Remodel at 1805 NE Ave.

To: *Architecture Studio, Inc*
 1823 E Fort King St, Suite 102
 Ocala, FL 34471

Attn: Rolando Sosa

FUNDING SOURCE: Professional Services

EXPENDITURE
 ACCOUNT NUMBER: 001-026-321-519-51-31010

In accordance with ENG/250519 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 **\$3,785.00.**

Requested By: *Sen Lewis* Date: *1/21/26*
 Department Director

DocuSigned by:
 Approved By: *Ken Whitehead* Date: *2/2/2026*
 Deputy Assistant City Manager

Created By: Laurie Hornberger Date: 1/21/2026



cstewart@ocalafl.gov

December 1, 2025

Revised January 16, 2026

Charles Stewart

Project Manager, Facilities

City of Ocala

1805 NE 30th Avenue

Ocala, FL 34470

Re: ***City of Ocala Electric Building
Foyer Remodeling
At 1805 NE Avenue. Ocala, Florida 34471***

Please accept this Proposal on behalf of Architecture Studio, Inc. (Architect) as defining our commitment to provide Architectural and Engineering Services.

ARCHITECTURAL SCOPE OF WORK

We will provide construction documents for the remodeling of the existing foyer as follows:

- Visitor holding area
- Administration supervisor
- Receptionist with Hallway wall extending 4" above the ceiling
- Corridor

Our plans will provide the actual layouts required to accomplish the spaces listed above. These plans will be generic in nature as the Owner will select the finishes. The Existing spaces will be site measured, photographed and drawn in CAD plans and will form the basis of the new work. The construction documents will include metal stud walls terminating 4" above the ceiling, 5/8 drywall and suspended acoustical 2' x 2' ceiling systems with lighting and electrical layout.

NOT INCLUDED

As built of the entire building, Life safety of the entire building, heating, air conditioning, plumbing, Electrical engineering, fire sprinkler systems, fire alarm systems, bidding and construction administration is not included but can be added if requested.

CONSTRUCTION BUDGET

Construction budget currently is unknown.

TOTAL FEES **\$3,785**



Position	Rate	Hours	Total
Clerical	\$50.00	2	\$100
CADD Designer	\$95.00	18	\$1,710
Senior Designer	\$125.00	5	\$625
Principal Architect	\$225.00	6	\$1,350
			\$3,785

SCHEDULE of DELIVERABLES

Design documents to be complete within 21 days of approval to proceed.

HOURLY RATES FOR WORK NOT INCLUDED

Our hourly rate is \$250 per hour for Architect and \$95.00 per hour for CAD technician for design adjustments that might come up during construction. Revisions or work requested above and beyond the scope of work included shall be in accordance with Architecture Studio, Inc.'s hourly schedule or will be as per revised quote for a fixed price.

REIMBURSABLE INFORMATION

We shall provide signed and sealed sets of Construction Documents and check sets during the design process at no cost. Additional plans shall be at an additional cost to the Owner.

PROJECT ACKNOWLEDGEMENT

Architecture Studio, Inc. and its logo will be given credit for any of its work that is advertised, promoted, or that appears in newspapers, magazines, and any other media as it relates to the project.

While all work will be accomplished to our best professional efforts, the consultant cannot guarantee the actions of government officials or agencies during the project review and approval process. This Proposal represents the entire understanding between us with respect to this project and may only be modified in writing and signed by both parties.

If this Proposal meets with your approval, please process a purchase order.

Sincerely,

Rolando Sosa, Architect

Certificate Of Completion

Envelope Id: D848A210-507D-450A-9575-4B922DB51DF2

Status: Completed

Subject: SIGNATURE: TWO #6 - Electric Building Remodel (ENG/250519)

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 5

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

1/30/2026 2:11:40 PM

plewis@ocalafl.org

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Ocala - Procurement & Contracting

Location: Docusign

Signer Events

Signature

Timestamp

Ken Whitehead

kwhitehead@ocalafl.org

Assistant City Manager

City of Ocala

Security Level: Email, Account Authentication
(None)

DocuSigned by:

Ken Whitehead

5677F71E38874F4...

Sent: 1/30/2026 2:12:49 PM

Viewed: 2/2/2026 8:32:18 AM

Signed: 2/2/2026 8:35:20 AM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Daphne Robinson

drobenson@ocalafl.org

Contracting Officer

Security Level: Email, Account Authentication
(None)

DS

DR

Sent: 1/30/2026 2:12:48 PM

Viewed: 2/17/2026 7:51:39 AM

Signed: 2/17/2026 7:51:51 AM

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

Accepted: 2/17/2026 7:51:39 AM

ID: c2f21990-b457-447f-8894-f11fa8720e3b

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

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Certified Delivery Events

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Timestamp

Carbon Copy Events

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Witness Events

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Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/30/2026 2:12:49 PM
Certified Delivered	Security Checked	2/17/2026 7:51:39 AM
Signing Complete	Security Checked	2/17/2026 7:51:51 AM
Completed	Security Checked	2/17/2026 7:51:51 AM
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

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.