




CONTRACT# ENG/210895

## CITY OF OCALA CONTINUING PROFESSIONAL SERVICES CONTRACT WORK ORDER

WORK ORDER NUMBER # 13

EFFECTIVE DATE: February 1, 2022

  
Contracting Officer  
Approval/Initials

**Project Title:** Bus Stop Design Services

To: *Kimley-Horn & Associates, Inc.*  
101 E Silver Springs Blvd  
Ocala, FL 34471

Vendor ID: 1530

Attn: *Richard V. Busche, P.E.*

FUNDING SOURCE: SunTran Professional Services - Other

EXPENDITURE  
ACCOUNT NUMBER:

**494-050-455-544-54-31010**

In accordance with your proposal IPO 2021-13:Bus Facility Design Services, 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 \$218,070.62.

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
Tye Chighizola

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Council President



## INDIVIDUAL PROJECT ORDER NUMBER 2021-13

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The City of Ocala (the Client or the City) in accordance with the terms of the Master Agreement for Continuing Professional Services dated \_\_\_\_\_, which is incorporated herein by reference.

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

Project: Bus Stop Design Services  
Client: City of Ocala

### ***Project Understanding:***

The SunTran fixed-route bus network contains over 300 bus stops that can be found both within and outside of the City of Ocala city limits. Through this work assignment, SunTran desires to begin the process to improve bus stop infrastructure and passenger amenities throughout the community. Improvements will include construction of ADA compliant boarding and alighting areas and accessible paths in addition to the installation of passenger amenities such as benches, shelters, trash cans, bike racks, and lighting. Prioritization of bus stop improvements and site-specific amenities require a review of existing ridership activity, field conditions, and an assessment of coordination efforts that may be required with other permitting agencies and property owners. This scope of services has been prepared based on the preceding understanding of the project with the goal of preparing construction plans and permit applications for twenty-five total bus stops.

### ***Scope of Services:***

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

#### **Task 1 – Bus Stop Prioritization**

- A. Kimley-Horn will review ridership activity by bus stop to identify the most ridership productive bus stops in the SunTran network.
- B. Kimley-Horn will organize an initial list of prioritized bus stops based on the ridership activity and a preliminary understanding of permitting agencies including the City of Ocala, Marion County, and the Florida Department of Transportation.
- C. Kimley-Horn will coordinate one meeting with staff to further refine the list of top-ranking candidate bus stops. This meeting will also assist in the identification of bus stops that require a field visit.
- D. Kimley-Horn will perform a windshield survey of bus stop improvement candidates. Up to two Kimley-Horn staff will be available over the course of a two-day period to conduct the windshield survey and it is anticipated that SunTran and/or City of Ocala staff will be available to participate in that windshield survey.
- E. Kimley-Horn will coordinate one additional meeting with SunTran and City of Ocala staff to identify twenty five bus stops for development of individual site plans.

**Task 2 – Surveying Services**

Kimley-Horn will procure the following survey services through Echezabal and Associates, Inc., subconsultant. The activities below will be performed for twenty five bus stop locations in accordance with the attached subconsultant scope of services.

- A. Surveyor will establish horizontal and vertical points.
  - 1) State Plan Coordinates (Florida west zone)
  - 2) Vertical datum – NAVD-88
- B. Surveyor will provide a limited boundary survey showing right of way and/or property line information in the immediate vicinity of the bus stop.
- C. Surveyor will provide a topographic survey with the attached subconsultant scope of services.

**Task 3 –Bus Stop Construction Plans**

- A. Kimley-Horn will prepare civil engineering infrastructure plans for twenty five bus stops once selected in Task 1. The plans will assume a single set of construction plans and a single phase of construction activities.
- B. This Task assumes that the City will select a single vendor-provided bus shelter for use in this Project. Architectural design services are not included in this Agreement.
- C. Kimley-Horn will submit the construction plans to the City of Ocala for review and comment.
- D. Kimley-Horn will provide responses to up to two rounds of comments from City staff regarding the construction plan application.

**Task 4 – Agency Permitting**

Under this Task, Kimley-Horn will submit permit applications for twenty five bus stops as designed in the above Tasks. We expect that most of the stops will be within City of Ocala or Marion County right of way. We expect that some stops will be located within FDOT right of way.

- A. Kimley-Horn will submit right of way permit applications to the City of Ocala and Marion County. We assume that neither agency will require any kind of site development plan permit application processes.
- B. Kimley-Horn will submit right of way permit applications to the FDOT for those stops that are located within FDOT right of way.
- C. Kimley-Horn will coordinate permitting activities with respective agencies for each of the twenty five bus stops selected for construction plan preparation. It is anticipated that meetings and coordination will be required for each of these entities normal and typical to this type of right of way use permit application process.
- D. Kimley-Horn will prepare one set of final construction plans and permits for delivery to the Client. This Agreement does not include bid packages or bid administration, but these can be provided as an Additional Service if requested by the Client.



***Additional Services:***

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates.

***Information provided by client:***

KIMLEY-HORN will rely on the completeness and accuracy of all information provided by the City or the City's consultants or representatives. The City will provide all information requested by KIMLEY-HORN during the project, including but not limited to the following:

1. Any previous conceptual plans and background information
2. Ridership activity data
3. Provide available documents or plans related to SunTran bus stops to aid in bus stop prioritization and development of individual bus stop site plans

**SCHEDULE**

Kimley-Horn will begin services upon receipt of an executed IPO. This authorization can be in the form of an email from the City Engineer. The above services will be provided as expeditiously as practicable to meet a mutually agreed upon schedule.

**FEE AND EXPENSE**

Kimley-Horn will complete the above scope of services for the lump sum fees detailed below, inclusive of office overhead expenses. The cost for services is provided in Table A and a breakdown of fee by task is as follows:

TASK	KIMLEY-HORN
Task 1 – Bus Stop Prioritization	\$18,807.28
Task 2 – Surveying Services	\$72,439.84
Task 3 – Bus Stop Construction Plans	\$102,408.50
Task 4 – Agency Permitting	\$24,415.00
Grand Total	\$218,070.62

Services provided under this will be invoiced on a monthly basis. All invoices will include a description of services provided. Approval from the City shall be required for all invoiced travel expenses and meetings.

Attachments: TABLE A, Echezabal and Associates, Inc. Proposal/Fee

ACCEPTED:

THE CITY OF OCALA, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY: \_\_\_\_\_  
Richard V. Busche P.E.

TITLE: \_\_\_\_\_

TITLE: Senior Vice President

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_





# ECHEZABAL & ASSOCIATES, INC.

## Surveying & Mapping

108 W. Country Club Drive  
2430 Estancia Blvd., Suite 202  
1609 S. S.R. 15-A, Suite 7

Tampa, FL 33612  
Clearwater, FL 33761  
Deland, FL 32720

Phone: 813-933-2505  
Phone: 727-796-8740  
Phone: 386-736-1030

December 9, 2021

Mr. Ryan Suarez, AICP  
Kimley-Horn  
655 North Franklin St., Suite 150  
Tampa, FL 33602

**RE: City of Ocala SunTran Union Train Station  
City of Ocala 25 Bus Stop Locations City Wide**

Ryan,

Thank you for the opportunity to submit a proposal for the above referenced projects. As per your email dated December 2, 2021, the exhibit shown within, and our tel-con December 9, 2021, we understand the scope of services and below is the fee schedule and services we will provide:

### Survey Scope 25 Bus stop locations:

1. Topographic Survey to be performed to "Standards of Practice" for land surveying in the State of Florida per F.A.C. Chapter 61-G-17.006.
  2. Limits of survey as per exhibits or plans, from right of way to right of way.
  3. Provide location of all existing improvements and show on map of survey (including poles, building, curbs, paving, concrete slabs, storm inlets, manholes, etc.) within specified site area. Storm drainage info will be included.
  4. Above ground evidence of utilities to be located within specified project area and shown on map of survey.
  5. Locate storm structures and obtain invert information.
  6. Obtain ground elevations on 50' grid and grade- breaks. Elevations to be referred to NAVD 1988 datum.
  7. Obtain sufficient right of way information and depict on topographic survey.
  8. Provide a drawing file (Civil 3D) and signed and sealed copies of the topographic survey.
- The fee for Each bus stop location will be \$ 2700.00 each for a total **Lump Sum fee of \$67,500.00.**

### Miscellaneous Engineering Design Surveys:

1. Obtain additional survey information as needed for out-of-scope design needs.
- Lump Sum fee of \$4000.00.**

If you have any questions or concerns, please, do not hesitate to give me a call or email.

Respectfully,

Stephen Tate, PSM, President  
Ph: 813-933-2505  
E: state@echezabal.com