



CONTRACT# 220333

# CITY OF OCALA

## CONTINUING PROFESSIONAL SERVICES

### CONTRACT WORK ORDER

WORK ORDER NUMBER # 3

EFFECTIVE DATE: 09/16/2025

DS  
Dr  
Contracting Officer  
Approval/Initials

Project Title: LS #87 FORCEMAIN UPGRADE

To: Tillman & Associates  
1720 SE 16th Ave, Bldg 100  
Ocala, FL 34471

Attn: Jeffrey McPherson, P.E.

FUNDING SOURCE: Professional Services

EXPENDITURE  
ACCOUNT NUMBER: 455-020-302-536-53-31010

In accordance with ENG/220333 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 **\$ 69,050**.

Requested By: *Sam Harris*  
Department Director

Date: 8/28/2025

Approved By: \_\_\_\_\_  
Council President

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

Created By: Laurie Hornberger

Date: 8/27/2025

# *Tillman & Associates*

## ENGINEERING, LLC.

### **City of Ocala LS #87 Forcemain Upgrade**

#### **Civil Engineering Services**

#### **Approx 4,800 LF of 12" forcemain**

#### **City of Ocala, Florida**

**Sean Lanier, PE**  
**City Engineer - City of Ocala**  
**1805 NE 30th Ave, Bldg 600**  
**Ocala, FL 34470**  
**Phone: 352-351-6772**  
**slanier@ocala.gov**

*Tillman & Associates*  
ENGINEERING, LLC.

September 4<sup>th</sup>, 2025

Sean Lanier, PE  
City Engineer - City of Ocala  
1805 NE 30th Ave, Bldg 600  
Ocala, FL 34470

RE: City of Ocala LS #87 Forcemain Upgrade  
Proposal for Civil Engineering Services

Dear Sean,

We appreciate the opportunity to be considered for your exciting new project. At Tillman and Associates, we take pride in our multi-disciplinary approach, offering a comprehensive range of services that include Civil Engineering, Landscape, Architecture, Environmental Engineering, Geographical Information Systems (GIS), and Construction Engineering.

Our commitment to excellence extends beyond our individual disciplines. It is our belief that combining these areas of expertise under one roof fosters better collaboration and ensures our clients receive the most comprehensive consulting services available. With a proven track record of success and a team that thrives under pressure, we are confident in our ability to bring your project's vision to life.

Throughout our history, we have demonstrated our dedication to meeting tight scheduling requirements and effectively addressing unforeseen challenges that demand immediate responses. Our adaptability and problem-solving skills have been crucial in achieving project success.

We firmly believe that our team is uniquely qualified to assist your company in achieving its goals for this project. We are enthusiastic about the opportunity to contribute our expertise and look forward to the possibility of working together.

Thank you once again for considering Tillman and Associates. Please feel free to reach out to discuss this project further or if you have any questions.

Sincerely,



CC: Masterfile w/ enclosures  
Client w/ enclosures

## CONTRACT

**Tillman & Associates Engineering, LLC** hereafter referred to as **CONSULTANT** is pleased to provide the following Agreement for Professional Engineering Services for the proposed City of Ocala LS #87 Forcemain Upgrade project in the City of Ocala.

### SCOPE OF WORK:

Pursuant to the Alternative 4 Improvements described in the *NW Ocala Wastewater Modeling Technical Memorandum* dated December 10, 2022, the existing forcemain extending from Lift Station No. 87 to the intersection of SW 1st Lane and SW 52nd Avenue needs to be upsized. Under this Agreement, the Consultant shall provide all necessary professional services for the design and permitting of these improvements.

The project scope includes the design and permitting of approximately 4,800 linear feet of new 12-inch diameter forcemain and the abandonment of approximately 4,800 linear feet of existing 6-inch diameter forcemain. The improvements shall be prepared and submitted as a single, comprehensive set of construction plans and specifications, to be permitted and constructed as one phase.

Please note that the fees for Tasks I-V are lump sum fee. Any work outside of these tasks will be billed at an hourly rate according to the Hourly Rate Schedule. The services are more fully described in the following sections of this agreement.

### TASK I KICK OFF MEETING & CONCEPTUAL PLANNING

Service to include:

1. Kick-off meeting with the Client/City to review project scope, overall project design objectives and discuss the work products and deliverables.
2. Preparation of a conceptual plan that depicts the route of the proposed forcemain and watermain. Included in this task is one (1) review and revision iteration by the client. Upon review and approval by the client, the conceptual plan will be converted into AutoCAD format and used for the preparation of the final engineering plans.

**Fee: \$ 3,920.00**

## TASK II - DATA ACQUISITION & COORDINATION

Service to include:

1. Research of all permitted and as-built plans/data in the vicinity of the proposed forcemain and watermain route using best available data, i.e. public records, County records, etc.
2. Initial site inspection and observation of proposed forcemain and watermain route.
3. Coordinate with sub-consultants to obtain data as outlined in the sub-consultant proposals.
4. Coordinate with local dry utility companies to determine approximate locations of existing utilities along the proposed forcemain route.

**Fee: \$ 10,220.00**

## TASK III - FINAL ENGINEERING PLANS

Preparation of Construction Drawings; utilizing the information provided by the client to include the following:

1. Cover Sheet
2. Construction Notes, Symbols, and Abbreviations
3. Aerial Photograph with Proposed Utility Route
4. Existing Zoning, Land Use, and Ownership Map
5. Forcemain Plan & Profiles
6. Construction & Utility Details
7. Erosion Control Plans

**Fee: \$37,950.00**

## TASK IV - PERMITTING

- A. City of Ocala- Utility Plan
  1. Service to include the preparation and submittal of the necessary Plan application for submittal to City of Ocala for permit and approval.

2. Service includes two Request for Additional Information (RAI).

B. FDEP - Sanitary Sewer Permitting

1. Service to include the preparation and submittal of the following permit applications for submittal to City of Ocala and the Florida Department of Environmental Protection (FDEP):

a. General Permit - Sewer Collection & Transmission System (FDEP)

2. Service includes two Request for Additional Information (RAI).

C. FDOT – Utility Permit

1. Service to include the preparation and submittal of the necessary FDOT Utility Permit for the proposed SR 40 crossing.

2. Service includes two Request for Additional Information (RAI).

**Fee: \$14,720.00**

## TASK V - MEETINGS

A. A CONSULTANT principal and/or project managers will prepare for and attend the following meeting during the construction plan approval process:

1. One (1) pre application meeting with City of Belleview staff

2. One (1) meeting with City of Belleview staff to discuss plan comments.

**Fee: \$2,240.00**

In addition, CONSULTANT will meet with the Client as necessary to ensure that the necessary information is being provided in a timely manner. CONSULTANT reserves the right to bill meetings at an hourly rate basis according to CONSULTANT'S hourly rates.

## EXCLUSIONS

The tasks listed within the above proposal do not include the following items:

- Construction Administration Services per COMPENSATION Section F, other than those items specifically listed in this contract
- As-Built Certifications per COMPENSATION Section F
- Reimbursables per the Section entitled Compensation/Out-of-Pocket Expenses
- Photometric Services
- Survey Services other than those items specifically listed in this contract
- Environmental Services other than those items specifically listed in this contract
- Geotechnical Services other than those items specifically listed in this contract
- Historical Preservation Permitting
- Archeological Studies
- Public Information Meetings
- Consumptive Use Permitting
- ACOE Permitting
- USFWCC Permitting
- Record Platting
- Survey, Construction Staking, and/or Final Lot Staking
- Transportation Consulting Services
- Potable Water Treatment Plant Design
- Wastewater Treatment Plant Design
- Aerial Photography
- Third Party Objections and/or Petitions Against a Permit
- Professional Testimony
- Noise Studies
- Existing Utility Locates
- Preparation of Legal Documents including but not limited to: right-of-way dedication, easements, H.O.A. or Property Owner's Agreement documents, Covenants Deeds and Restrictions, Developer's Agreements, etc.
- As-Built field surveys for contractor and/or lending institutions
- Printing Cost
- Mailing Cost
- Copies
- Applications Fee

| TASK SUMMARY                         |                    |
|--------------------------------------|--------------------|
| Task I                               | \$3,920.00         |
| Task II                              | \$10,220.00        |
| Task III                             | \$37,950.00        |
| Task IV                              | \$14,720.00        |
| Task V                               | \$2,240.00         |
| <b>Total Design &amp; Permitting</b> | <b>\$69,050.00</b> |



**Project: City of Ocala LS #87 Forcemain Upgrade**

**Date:** 9/9/2025

|      |                                       | Man-hour Estimate       |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|------|---------------------------------------|-------------------------|--------------------------|---------------------------|--------------------------|-------------------------|------------------------|-------------------------|------------------------|-----------------------|-------------------------|------------------------|---------------------------------|-------------------------|----------|-------------|
| Task | Description                           | Professional Engineer V | Professional Engineer IV | Professional Engineer III | Professional Engineer II | Professional Engineer I | Field Representative I | Landscape Architect III | Landscape Architect II | Engineer Technician V | Engineer Technician III | Engineer Technician II | Clerical/ Permit Coordinator II | Planning Technician III | Expenses | Fee         |
|      |                                       |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
| I    |                                       |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Kickoff Meeting & Conceptual Planning |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Subtotal                              | \$0.00                  | \$920.00                 | \$0.00                    | \$0.00                   | \$1,440.00              | \$0.00                 | \$0.00                  | \$0.00                 | \$140.00              | \$750.00                | \$330.00               | \$340.00                        | \$0.00                  | \$0      | \$3,920.00  |
| II   |                                       |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Data Acquisition & Coordination       |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Subtotal                              | \$0.00                  | \$1,840.00               | \$0.00                    | \$0.00                   | \$2,400.00              | \$0.00                 | \$0.00                  | \$0.00                 | \$0.00                | \$1,500.00              | \$3,630.00             | \$850.00                        | \$0.00                  | \$0      | \$10,220.00 |
| III  |                                       |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Final Engineering Plans               |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Subtotal                              | \$0.00                  | \$3,450.00               | \$0.00                    | \$0.00                   | \$10,240.00             | \$0.00                 | \$0.00                  | \$0.00                 | \$0.00                | \$8,750.00              | \$15,510.00            | \$0.00                          | \$0.00                  | \$0      | \$37,950.00 |
| IV   |                                       |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Permitting                            |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Subtotal                              | \$0.00                  | \$2,990.00               | \$0.00                    | \$0.00                   | \$5,440.00              | \$80.00                | \$0.00                  | \$0.00                 | \$0.00                | \$1,375.00              | \$2,200.00             | \$2,635.00                      | \$0.00                  | \$0      | \$14,720.00 |
| V    |                                       |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Meetings                              |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Subtotal                              | \$0.00                  | \$1,150.00               | \$0.00                    | \$0.00                   | \$480.00                | \$0.00                 | \$0.00                  | \$0.00                 | \$0.00                | \$500.00                | \$110.00               | \$0.00                          | \$0.00                  | \$0      | \$2,240.00  |
|      |                                       |                         |                          |                           |                          |                         |                        |                         |                        |                       |                         |                        |                                 |                         |          |             |
|      | Total                                 | \$0.00                  | \$10,350.00              | \$0.00                    | \$0.00                   | \$20,000.00             | \$80.00                | \$0.00                  | \$0.00                 | \$140.00              | \$12,875.00             | \$21,780.00            | \$3,825.00                      | \$0.00                  | \$0      | \$69,050.00 |

### Certificate Of Completion

|  |               |                             |
|--|---------------|-----------------------------|
| Envelope Id: 3D983DBF-0ED8-46E0-8B6F-E64E7108C7D5                                      |               | Status: Completed           |
| Subject: INITIAL: Corrected and Verified TWO#3 - LS 87 Force Main Upgrade (ENG/220333) |               |                             |
| Source Envelope:   |               |                             |
| Document Pages: 9  | 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 |
| 9/25/2025 11:17:42 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: 9/25/2025 11:18:27 AM  
Viewed: 9/29/2025 7:25:08 AM  
Signed: 9/29/2025 7:25:19 AM

### Electronic Record and Signature Disclosure:

Accepted: 9/29/2025 7:25:08 AM  
ID: b8d879e2-0903-43bb-803b-d48198f32005

| 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 | 9/25/2025 11:18:28 AM |
| Certified Delivered                        | Security Checked | 9/29/2025 7:25:08 AM  |
| Signing Complete                           | Security Checked | 9/29/2025 7:25:19 AM  |
| Completed                                  | Security Checked | 9/29/2025 7:25:19 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](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.