



CONTRACT# 220328

# CITY OF OCALA CONTINUING PROFESSIONAL SERVICES CONTRACT WORK ORDER

WORK ORDER NUMBER # 2

EFFECTIVE DATE: 3/09/2026

<sup>DS</sup>  
PL  
Contracting Officer  
Approval/Initials

Project Title: **WRF #3 Expansion, CER**

To: *McKim & Creed*  
1365 Hamlet Ave  
Clearwater, FL 33765

Attn: Tracey L. Webb, PE

FUNDING SOURCE: Professional Services

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

In accordance with ENG/220328 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 **\$128,118.00**

Requested By: *Den Lewis* Date: 3/9/26  
Department Director

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

Created By: Laurie Hornberger Date: 3/9/2026



CONTRACTORS

SURVEYORS

PLANNERS

March 25, 2026

MC#242070

Hector A. Colon, PE, CFM  
Water Resources Engineer  
City of Ocala  
1805 NE 30<sup>th</sup> Avenue, Bldg 600  
Ocala, FL 34470

**RE: Work Order for Services per Agreement No. ENG/220328 for  
Continuing Professional Engineering Services – Citywide  
McKim & Creed, Inc.  
WRF No. 3 Expansion: Conceptual Engineering Report**

Dear Mr. Colon,

Per your request, we are pleased to offer the following work order proposal to prepare a conceptual engineering report to support capital improvement planning and improvement considerations at the City site known as Water Reclamation Facility No. 3.

If you have any questions, or require additional information, please feel free to give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tracey L. Webb".

Tracey L. Webb, PE  
Senior Project Manager

Enclosures: As Noted

1365 Hamlet Avenue  
Clearwater, FL 33765

727.442.7196.

Fax 727.461.3827

www.mckimcreed.com

cc: Sean Lanier, PE, CFM (City of Ocala)  
Dan Keck, PE, Assoc. DBIA (McKim & Creed)  
Proposal File



**McKim & Creed, Inc.**  
**Summary of Task Descriptions**  
**WRF No. 3 Expansion: Conceptual Engineering Report**  
**City of Ocala**  
**Work Order No. MC-\_\_\_**  
**March 25, 2026**

Pursuant to the City of Ocala, Florida, Agreement for No. ENG/220328 for Continuing Professional Engineering Services – Citywide entered into by and between the **CITY OF OCALA, FLORIDA**, a Florida municipal corporation, hereinafter referred to as the “**CITY**” and **McKIM & CREED INC.**, hereinafter referred to as the “**CONSULTANT**”, a determination has been made by the CITY that there is a need for the performance of, or rendering of services by the CONSULTANT of a certain “Work Order” under the purview of said Agreement. The particular services of work are described as follows.

### **PROJECT DESCRIPTION**

The city owned property located at 3100 SW 67<sup>th</sup> Avenue is the site of a wastewater treatment facility, known as Ocala Water Reclamation Facility (WRF) No. 3. The current plant has a permitted capacity of 4.0 million gallons per day (MGD) annual average daily flow (AADF), per Permit FLA190268-017. The existing facility is a dual oxidation ditch modified activated sludge domestic wastewater treatment plant consisting of flow equalization, influent screening, grit removal, aeration, secondary clarification, chemical feed, two cloth disk filter units, sodium hypochlorite for disinfection, and a Vaccon dump receiving station. Additional growth is anticipated, and the City is looking for options to increase capacity. CITY has requested that the CONSULTANT prepare a conceptual engineering report (CER) to develop conceptual layouts and an engineer’s opinion of probable construction cost to expand the plant to 8.0 MGD.

CITY has requested that McKim & Creed (CONSULTANT) provide a CER that summarizes the expansion requirement findings including development of conceptual site layout(s) showing the potential arrangement of the recommended improvements and AACE Class 4 conceptual cost opinion(s) to support CIP planning for those improvements. Per discussions with City staff, the CER will evaluate two alternatives. One alternative will be to expand the plant capacity utilizing the same treatment methods. The second alternative will consider alternative technologies available to expand the plant’s capacity. The intent of this CER is to support the identification and development of the capital improvements projects necessary to increase the facility capacity to an 8.0 MGD AADF WRF.



## SCOPE OF SERVICES

CONSULTANT shall perform the following tasks under this Work Order

### **TASK 1: MANAGEMENT AND COORDINATION**

#### **A. Project Initiation & Administration**

CONSULTANT will develop project management and administration documents needed for the project that will include; project set-up, project schedule, project management plan, QA/QC plan, safety plan, file systems and will conduct an internal kick-off meeting with the design team. The CONSULTANT will provide monthly status reports of the progress of this scope of work to accompany monthly invoices and will administer the project from inception to project close-out.

#### **B. Draft CER Review Meeting**

After the Draft CER is delivered to the City, CONSULTANT will coordination and conduct a review meeting at the end of the two-week review period. County will provide all comments on the Draft CER before or during the meeting. CONSULTANT will prepare and distribute meeting minutes to the attendees and other identified stakeholders.

### **TASK 2: TREATMENT EVALUATION**

#### **A. Process Evaluation**

CONSULTANT will analyze and evaluate the liquid and solids treatment processes for WRF #3 to determine the improvements necessary to achieve 8.0 MGD AADF. CONSULTANT will review current WRF #3 operation against the proposed design intent. The evaluation will include preliminary sizing of process components and consideration of design peak factors. CONSULTANT will review flow and raw wastewater pollutant concentrations, provided by the City, and compare to industry averages. A combination of the analyzed data and industry averages will be used to develop preliminary design flow and loading design criteria unless the City data is not sufficient. In that case, industry averages will be used. CONSULTANT will coordinate and request design proposals from treatment process vendors for incorporation in the conceptual design. Recommended design proposals will be included in the report.



## **B. Conceptual Drawings**

CONSULTANT will prepare conceptual general arrangement drawings to illustrate the proposed site plan and key process arrangements. The general arrangement diagrams will be used to support the descriptions developed and will be 11" x 17" size for inclusion into the report. The diagrams will include a conceptual site layout and process flow diagram.

### **TASK 3: CONCEPTUAL ENGINEERING REPORT**

CONSULTANT will prepare a conceptual engineering report (CER) to determine the needs to expand WRF #3 to 8.0 MGD AADF. The CER will summarize the expansion requirement findings as described in the tasks below.

#### **A. Treatment Process**

The CER will summarize results and findings from treatment evaluations from Task 2. A summary of the general needs associated with the construction of the additional 4.0 MGD treatment facilities will be provided. The summary will include descriptions organized by process area of proposed major equipment, structure(s), and options to be considered by the City.

#### **B. Conceptual Costs**

CONSULTANT will develop AACE Class 4 conceptual level cost opinions to construct the expansion to an 8.0 MGD AADF WRF.

#### **C. Funding Considerations**

Conduct a review of various state and federal funding programs relevant to treatment improvements to determine options for funding. The review will identify general requirements and processes for pursuing such funding including expected timelines for program inclusion and approvals.

#### **D. Draft and Final CER**

The draft CER will be provided to the City and discussed at a review meeting, two weeks following submittal. Following the review meeting with the City, comments received from the draft CER Report will be incorporated into the Final CER Report. The Final CER will be signed and sealed and submitted to the City.



**DELIVERABLES**

CONSULTANT will submit all deliverables electronically to the identified City primary contact for distribution.

1. Monthly status reports (included in monthly invoices)
2. Meeting minutes (Adobe PDF format)
3. Draft CER (Adobe PDF format)
4. Final CER (One (1) electronically conformed Adobe PDF copy.)

**COMPENSATION**

Consultant shall perform tasks detailed in Tasks 1 through 3. This work order shall remain in effect until the completion of the project.

The services described herein will be performed on a lump sum basis. Compensation to the Consultant for rendering all the identified services and products shall not exceed \$128,118.00. Compensation for the specified tasks shall not exceed the amounts set forth as follows:

DESCRIPTION	TOTAL
<b>Task 1 – Management and Coordination</b>	<b>\$ 16,639.00</b>
<b>Task 2 – Treatment Evaluation</b>	<b>\$ 72,990.00</b>
<b>Task 3 – Conceptual Engineering Report</b>	<b>\$ 38,489.00</b>
<b>TOTAL FEES (Tasks 1-3)</b>	<b>\$ 128,118.00</b>

Compensation amounts are based on the estimated labor and expenses as detailed in the Summary of Fees Table provided in Attachment 1. The cost proposal in Attachment 1 is based on the hourly rates as established in Exhibit “A” – Consultant Loaded Rate Sheet to the Agreement for Continuing Professional Engineering Services – Citywide (Contract # ENG/220328).



**SCHEDULE**

This schedule is based on several tasks being performed concurrently and assumes the following: all data from City is received within 2-weeks of Notice to Proceed (NTP), vendor proposals are received within 8-weeks of request, and 2-week review by City for each submittal. The Work Order start date will be the date of the authorization of the Work Order by the City. This Work Order will remain in effect through the completion and acceptance of the deliverable. An updated project schedule will be submitted to the County within 10-days of Authorization.

<b>Description</b>	<b>Completion Weeks Following NTP</b>
Draft Report	20 weeks
Draft Review Meeting	22 weeks
Final Report	26 weeks

**ASSUMPTIONS AND OTHER CONSIDERATIONS**

1. Work associated with the Scope of Services included herein will commence upon written authorization.
2. Evaluation of wastewater infrastructure not specifically described in scope above is not included.
3. Permitting assistance is not included.
4. Record drawings, water quality, and operations data required to support the evaluation will be provided by the City in accordance with the project schedule for data collection.
5. Evaluations for structural integrity, lead, asbestos, flood elevation, wind loading, and storm surge for existing structures are not included. Architectural and structural services for any building modifications are not included. If information suggests that further evaluation is needed to design and construct the intended improvements, additional services will be negotiated and amended to the scope of the project.
6. The following items are specifically excluded from the design:
  - a. Field verifying existing construction and information indicated on existing record drawings, or field survey.
  - b. Non-destructive testing of existing structural and architectural components. In the event such testing is warranted an amendment to the proposal will be provided to CITY subject for acceptance.
  - c. HVAC systems
  - d. Plumbing and fire protection/sprinkler system design
  - e. Hazardous materials abatement design
  - f. Code related upgrades outside of the project scope of work
  - g. Statements of Special Inspection



7. Modeling, geotechnical engineering, architectural and landscaping designs are not included as part of this project.
8. Wetland impacts, mitigation plans and protected species permitting; maintenance of traffic plans; environmental services; and tree permitting are not anticipated and are not included in this scope of work.
9. Preparation or assistance in obtaining permits are excluded.
10. CITY will provide as-built/record documents of the existing facilities, utilities, and improvements within the project site in PDF format.
11. It is assumed that the existing unit processes and structures are in good condition and will not require rehabilitation. Condition assessments of existing facilities or equipment and any improvements to existing infrastructure other than necessary for expansion are excluded.
12. Limited process and hydraulic modeling is included only to check expansion of the existing process and vendor's proposals. It is assumed that vendors will conduct modeling to develop proposals.
13. Biosolids generated by the facility will be disposed of in a Class I solid waste landfill.

McKim & Creed

Attachment 1: SUMMARY OF FEES

City of Ocala - WRF No. 3 Expansion: Conceptual Engineering Report

March 25, 2026

Professional Engineering Services Fee Proposal

Summary of Fees		
Task 1: Management & Coordination	\$	16,639.00
Task 2: Treatment Evaluation	\$	72,990.00
Task 3: Conceptual Engineering Report	\$	38,489.00
<b>Total Project Fee</b>	<b>\$</b>	<b>128,118.00</b>

**Task 1: Management & Coordination**

		\$290.00	\$250.00	\$230.00	\$185.00	\$110.00	\$125.00	\$140.00	\$105.00	-----	-----
Task	Description	Regional Manager	Sr. Project Manager	Senior Engineer IV	Project Engineer III	Engineer Intern	Designer II	Project Acct	Sr. Project Admin	Total Man-hours	Task Total
A	Project Setup/ Coordination/ Invoicing/ Internal Kick-Off Meeting	1	24	2	1	1	1	10	1	41	8,675.00
B	Client Review Meeting	6	8	4	4	8	0	0	2	32	6,490.00
	<b>Total Man-hours</b>	7	32	6	5	9	1	10	3	73	-----
	<b>Total Man-hour Cost</b>	\$2,030.00	\$8,000.00	\$1,380.00	\$925.00	\$990.00	\$125.00	\$1,400.00	\$315.00	-----	15,165.00
	<b>Reimbursable Expenses</b>										1,474.00
	<b>TOTAL COSTS</b>										<b>16,639.00</b>

**Task 2: Treatment Evaluation**

		\$290.00	\$250.00	\$230.00	\$185.00	\$110.00	\$125.00	\$140.00	\$105.00	-----	-----
Task	Description	Regional Manager	Sr. Project Manager	Senior Engineer IV	Project Engineer III	Engineer Intern	Designer II	Project Accountant	Sr. Project Administrator	Total Man-hours	Task Total
A	Process Evaluation	4	8	33	72	80	16	0	0	213	34,870.00
B	Conceptual Drawings	2	4	20	44	80	120	0	0	270	38,120.00
	<b>Total Man-hours</b>	6	12	53	116	160	136	0	0	483	-----
	<b>Total Man-hour Cost</b>	\$1,740.00	\$3,000.00	\$12,190.00	\$21,460.00	\$17,600.00	\$17,000.00	\$0.00	\$0.00	-----	72,990.00
	<b>Reimbursable Expenses</b>										0.00
	<b>TOTAL COSTS</b>										<b>72,990.00</b>

**Task 3: Conceptual Engineering Report**

		\$290.00	\$250.00	\$230.00	\$185.00	\$110.00	\$125.00	\$140.00	\$105.00	-----	-----
Task	Description	Regional Manager	Sr. Project Manager	Senior Engineer IV	Project Engineer III	Engineer Intern	Designer II	Project Accountant	Sr. Project Administrator	Total Man-hours	Task Total
A	Treatment Process	1	0	20	8	20	8	0	0	57	9,570.00
B	Conceptual Costs	1	0	10	4	60	0	0	0	75	9,930.00
C	Funding Options	0	4	4	0	24	0	0	0	32	4,560.00
D	Draft & Final CER	6	8	16	12	10	6	0	21	79	13,695.00
	<b>Total Man-hours</b>	8	12	50	24	114	14	0	21	243	-----
	<b>Total Man-hour Cost</b>	\$2,320.00	\$3,000.00	\$11,500.00	\$4,440.00	\$12,540.00	\$1,750.00	\$0.00	\$2,205.00	-----	37,755.00
	<b>Reimbursable Expenses</b>										734.00
	<b>TOTAL COSTS</b>										<b>38,489.00</b>

## Certificate of Completion

Envelope Id: 42C03399-C373-4C03-98CF-6EA05F578031	Status: Completed
Subject: SIGNATURE: TWO #2 - WRF No 3 Expansion (ENG 220328)	
Source Envelope:	
Document Pages: 9	Signatures: 0
Certificate Pages: 1	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Patricia Lewis
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	110 SE Watula Avenue
	City Hall, Third Floor
	Ocala, FL 34471
	plewis@ocalafl.org
	IP Address: 216.255.240.104


## Record Tracking

Status: Original	Holder: Patricia Lewis	Location: DocuSign
3/26/2026 1:39:32 PM	plewis@ocalafl.org	
Security Appliance Status: Connected	Pool: StateLocal	

## Signer Events

Patricia Lewis  
plewis@ocalafl.org  
Senior Contract Specialist  
City of Ocala  
Security Level: Email, Account Authentication (None)

## Signature



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

## Timestamp

Sent: 3/26/2026 1:40:14 PM  
Viewed: 3/26/2026 1:40:24 PM  
Signed: 3/26/2026 1:40:27 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

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	3/26/2026 1:40:14 PM
Certified Delivered	Security Checked	3/26/2026 1:40:24 PM
Signing Complete	Security Checked	3/26/2026 1:40:27 PM
Completed	Security Checked	3/26/2026 1:40:27 PM
Payment Events	Status	Timestamps