



CONTRACT# 210895

# CITY OF OCALA

## CONTINUING PROFESSIONAL SERVICES

### CONTRACT WORK ORDER

WORK ORDER NUMBER # 48

EFFECTIVE DATE: 7/9/25

DS  
DR  
Contracting Officer  
Approval/Initials

**Project Title:** SR 40 at NW/SW 46th Avenue Signal- Construction Phase Services

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

Attn: *Amber L. Gartner, PE*

FUNDING SOURCE: Professional Services

EXPENDITURE  
ACCOUNT NUMBER:

001-020-201-541-54-31010

In accordance with ENG/210895 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 **\$8,000.00**.

Requested By:

*Ken Jones*  
Department Director

Date:

*7/9/2025*

DocuSigned by:

Approved By:

*Ken Whitehead*

Date:

*7/23/2025*56777415289747A  
Deputy Assistant City Manager

Created By:

Nyla Nguyen

Date:

*7/9/2025*



## INDIVIDUAL PROJECT ORDER NUMBER 2025-12

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: SR 40 at NW/SW 46<sup>th</sup> Avenue Signal – Construction Phase Services

Project Manager: Amber L. Gartner, PE

### General Category of Services:

Under a separate IPO, Kimley-Horn prepared signalization plans for the intersection of SR 40 at NW/SW 46<sup>th</sup> Avenue Signal. The City is currently under construction for the improvements at the intersection. The City has a Construction Engineering Inspection (CEI) consultant working on the Project. The City has requested that Kimley-Horn provide engineer of record support during construction.

## SCOPE OF SERVICES

### Task 1 – Limited Construction Phase Services

A. Kimley-Horn will perform engineer of record services during the construction phase of the Project, as requested by the City. The services under this scope will be limited to:

- 1) Review of Contractor Request for Information (RFI);
- 2) Shop drawing review;
- 3) Field review;
- 4) Preparation of plan revisions;
- 5) Attendance at meetings with the City, CEI, and/or Contractor.

## ADDITIONAL SERVICES

Services requested that are not specifically included will be provided under a new and separate IPO agreement or can be performed on an hourly basis upon written authorization.

## SCHEDULE

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

## FEE AND EXPENSE

Kimley-Horn will perform the services in Task 1 on a labor fee plus expense basis with a maximum labor fee of \$8,000.00. Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client.

ACCEPTED:  
THE CITY OF OCALA, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

DocuSigned by:  
BY: Ken Whitehead  
5677F71E38874F4...

BY:   
Amber L. Gartner, PE

TITLE: Assistant City Manager

TITLE: Vice President

DATE: 7/23/2025

DATE: June 23, 2025

1 of 1  
6/23/2025

## Certificate Of Completion

Envelope Id: F6505E77-25BE-4A6D-A0B0-30E54C1D082E  
 Subject: SIGNATURE: TWO #48 - SR40 at NW SW 46th Ave Signal (ENG/210895)  
 Source Envelope:  
 Document Pages: 3  
 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 7/22/2025 11:08:30 AM	Holder: Patricia Lewis plewis@ocalafl.org	Location: DocuSign
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: 7/22/2025 11:10:52 AM  
 Viewed: 7/22/2025 4:12:29 PM  
 Signed: 7/22/2025 4:13:10 PM

## Electronic Record and Signature Disclosure:

Accepted: 7/22/2025 4:12:29 PM  
 ID: 356a758e-26fc-43aa-8bb1-010746982a04

Ken Whitehead  
 kwhitehead@ocalafl.org  
 Assistant City Manager  
 City of Ocala  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 5677F71E38874F4...

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

Sent: 7/22/2025 4:13:11 PM  
 Viewed: 7/22/2025 4:22:05 PM  
 Signed: 7/23/2025 8:46:30 AM

## 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 Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/22/2025 11:10:52 AM
Certified Delivered	Security Checked	7/22/2025 4:22:05 PM
Signing Complete	Security Checked	7/23/2025 8:46:30 AM
Completed	Security Checked	7/23/2025 8:46:30 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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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.

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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>.

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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.

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- 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.