



CONTRACT# 200919

# CITY OF OCALA CONTINUING PROFESSIONAL SERVICES CONTRACT WORK ORDER

WORK ORDER NUMBER # 42

EFFECTIVE DATE: 02/18/2026

DS  
DK  
Contracting Officer  
Approval/Initials

**Project Title: Surface Depression, NE 14th Place, Ocala, Florida**

To: *Geotech*  
1016 SE 3rd Avenue,  
Ocala, FL 34471

Attn: Grady Polk

FUNDING SOURCE: Professional Services

EXPENDITURE ACCOUNT NUMBER: 001-020-201-541-54-31010

In accordance with your proposal 16470: (Surface Despression, NE14th Place, Ocala, Florida), 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 **\$8,318.00.**

Requested By: *Sean Lewis* Date: 2/19/26  
Department Director

DocuSigned by:  
Approved By: *Ken Whitehead* Date: 3/26/2026  
Deputy Assistant City Manager

Created By: Laurie Hornberger Date: 2/18/2026



ENGINEERING CONSULTANTS IN: GEOTECHNICAL • ENVIRONMENTAL • CONSTRUCTION MATERIALS TESTING

February 17, 2026  
Proposal No. 16470  
Revision B

Paul Constable  
City of Ocala - Engineering Department  
1805 NE 30<sup>th</sup> Avenue, Building 300  
Ocala, Florida 34470

Reference: Surface Depression, Existing NE 14<sup>th</sup> Place, Ocala, Florida  
**Budget Proposal for Geotechnical Engineering Consultant Services**

Dear Mr. Constable:

Per your request, Geo-Technologies, Inc. (Geo-Tech) is submitting this budget proposal to assist you on your project.

Based on our conversations with you, Geo-Tech understands that a surface depression has formed at the abovementioned site which has caused concerns regarding the stability of the surrounding areas.

Geo-Tech's scope of services for this project will consist of the following:

- Four (4) standard penetration test (SPT) soil borings to depths of fifty (50) feet below existing site grade in the proposed building areas.
- One (1) ground penetrating radar (GPR) survey in accessible areas of the project site.

Geo-Tech typically utilizes track-mounted type drill rigs which allow access to areas typically inaccessible with conventional truck-mounted drill rigs. However, low hanging trees, dense undergrowth and narrow pathways can restrict accessibility to the proposed boring locations. If the abovementioned site conditions exist at the site, Geo-Tech can provide you with an additional quote if clearing services are needed at the site.

Geo-Tech will record our boring locations utilizing a Garmin GPSMap64s unit for traceability as the project develops. Samples will be recovered from the soil borings per ASTM standards and returned to our laboratory for visual classification per the Unified Soil Classification Group System. A report will be issued presenting our findings, evaluations and recommendations to aid in the remediation of the depression.

Geo-Tech estimates our fee to provide the abovementioned scope of services to be \$8,318.00. Our scope of services may change depending on the subsurface conditions found and you will only be

Surface Depression, Existing NE 14<sup>th</sup> Place  
Ocala, Florida

February 17, 2026  
Proposal No. 16470 Revision B

invoiced for the actual field exploration services performed at the unit rates shown on the attachment. Mobilization fees provided are based on the anticipated number of site visits. Geo-Tech will not exceed our estimated total fee without authorization from you. The proposed scope of services and estimated prices are itemized and presented in Attachment A.

The report will be available about five (5) business days after the completion of the field exploration and associated laboratory testing services. Field exploration services will not be initiated until the signed authorization is received. Payment for services is required prior to delivery of the sealed reports.

We sincerely appreciate the opportunity to submit this budget proposal to you and understand the importance of providing prompt professional service to keep your project on schedule. Should you have any questions concerning this budget proposal or if we may be of further assistance, please do not hesitate to contact the undersigned.

Sincerely,



Grady N. Polk  
Staff Engineer

GNP/CAH



Craig A. Hampy, P.E.  
Senior Project Engineer

Please complete the following authorization form and return via email to Grady N. Polk at [gpolk@geotechfl.com](mailto:gpolk@geotechfl.com) to schedule the proposed field work.

Signed authorization below gives Geo-Tech, Inc. authorization to collect interest as allowed by the State of Florida on all accounts not paid in full within thirty (30) days. In addition, the signee will be responsible for all attorney fees charged for collection of this invoice.

Authorization Signature: **Noel Cooper** Digitally signed by Noel Cooper  
Date: 2026.02.17 17:32:24 -05'00' Date: 02/17/2026

Authorization Name (Please Print): Noel Cooper

Representing (Company Name): City of Ocala

Billing/Mailing Address: 1805 NE 30th Avenue

Ocala, FL 34473

Phone No.: 352-351-6708 Email: ncooper@Ocalafl.gov

## **Attachment A**

Proposed Scope of Services and Estimated Prices

Surface Depression, Existing NE 14<sup>th</sup> Place  
Ocala, Florida

February 17, 2026  
Proposal No. 16470 Revision B

**Attachment A**  
Proposed Scope of Services and Estimated Prices

**Field Services:**

• Mobilization of Drill Rig 1 occurrence @ 300.00/each	\$300.00
• Standard Penetration Test (SPT) Boring & Sampling (0' – 50') 4 borings @ 50 L.F. @ 13.00/L.F.	\$2,600.00
• Grout Boreholes 200 L.F. @ 4.00/L.F.	\$800.00
• Ground Penetrating Radar (GPR) Survey 1 day @ 2,200.00/day	\$2,200.00

**Laboratory Services:**

• Soil Classification 4 hours @ 52.00/hour	\$208.00
• Sieve Analysis (-200 Wash) 8 tests @ 40.00/test	\$320.00

**Professional and Technical Services:**

• Principal Engineer 6 hours @ 135.00/hour	\$810.00
• Soil Scientist 8 hours @ 95.00/hour	\$760.00
• CADD Draftsman 4 hours @ 55.00/hour	\$220.00
• Secretary 2 hours @ 50.00/hour	\$100.00

**Total      \$8,318.00**

## Certificate Of Completion

Envelope Id: 60FDED24-7199-46BA-B7D9-8BD43871CA54  
 Subject: SIGNATURE:TWO #2 - NE 14th Place Surface Depression (ENG/200919)  
 Source Envelope:  
 Document Pages: 5  
 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  
 3/18/2026 11:50:07 AM  
 Security Appliance Status: Connected  
 Holder: Patricia Lewis  
 plewis@ocalafl.org  
 Pool: StateLocal  
 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: 3/18/2026 1:54:04 PM  
 Viewed: 3/26/2026 7:21:05 AM  
 Signed: 3/26/2026 7:21:09 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/26/2026 7:21:05 AM  
 ID: 58405a41-042d-48a5-8bf2-9bc4d159319b

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



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

Sent: 3/26/2026 7:21:10 AM  
 Viewed: 3/26/2026 8:57:32 AM  
 Signed: 3/26/2026 9:12:23 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 Sent	Hashed/Encrypted	3/18/2026 1:54:04 PM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Certified Delivered	Security Checked	3/26/2026 8:57:32 AM
Signing Complete	Security Checked	3/26/2026 9:12:23 AM
Completed	Security Checked	3/26/2026 9:12:23 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**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.