



CONTRACT# 210895

CITY OF OCALA

CONTINUING PROFESSIONAL SERVICES

CONTRACT WORK ORDER

WORK ORDER NUMBER # 52

EFFECTIVE DATE: 08/19/2025

DS
DK
 Contracting Officer
 Approval/Initials

Project Title: SE 25th Ave at SR 464 Intersection Plans and CPS

To: *Kimley Horn*
 1700 SE17th St, Suite 200
 Ocala, FL 34471

Attn: Amber L Gartner, PE

FUNDING SOURCE: Professional Services

EXPENDITURE
 ACCOUNT NUMBER: 001-20-501-541-54-31010

In accordance with ENG/21095 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 **\$ 15,787.92.**

Requested By: *Ann Lewis* Date: *8-19-2025*
 Department Director

DocuSigned by:
Ken Whitehead 9/11/2025
 5677F71E38874F4...
 Approved By: _____ Date: _____
 Deputy/Assistant City Manager

Created By: _____ Date: *8/19/2025*
 Laurie Hornberger



INDIVIDUAL PROJECT ORDER NUMBER 2025-15

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: SE 25th Avenue at SR 464 Intersection Plans and CPS

Project Manager: Amber L. Gartner, PE

General Category of Services:

Under a separate IPO, Kimley-Horn prepared intersection and signal modification plans for the intersection of SR 464 at SE 25th Avenue. A driveway connection permit has been received from the Florida Department of Transportation (FDOT). The City has received funding through FDOT for construction of the improvements. This IPO includes efforts to update the existing plans per comment by FDOT for the funding agreement, and limited Engineer of Record construction phase services. The City will be responsible for performing full Construction Engineering Inspection (CEI) services for the project; the scope within this IPO includes limited Engineer of Record support to the City during construction.

SCOPE OF SERVICES

Task 1 – Plans Update and FDOT Coordination

Kimley-Horn will perform the following under this task:

- A. Update the approved plans to reference the most recent FDOT Standard Specifications and Standard Plans.
- B. Prepare an updated Opinion of Probable Construction Cost based on the most recently published FDOT Historical Cost Information.
- C. Prepare a Bid plan set for the City bid process.
- D. Prepare a Bid form for the City bid process.
- E. Prepare an Issued for Construction plan set.

Task 2 – 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.
 - 6) Support for closeout of the FDOT Driveway Connection Permit.

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 Scope of Services in Task 1 for a lump sum fee of \$4,840.00 and Task 2 for a labor fee plus expense basis with a maximum labor fee of \$11,000.00. Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. All permitting, application, and similar project fees will be paid directly by the City. A breakdown of the fee per task is provided in the Attached Table A.

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: 9/11/2025

DATE: August 15, 2025

TABLE A							1 of 1
COST ESTIMATE FOR SERVICES							8/15/2025
PROJECT: IPO 2025-15 SE 25th Avenue at SR 464 Intersection Plans and CPS							
CLIENT: CITY OF OCALA							
KHA PM: AMBER GARTNER, PE							
BASIS FOR ESTIMATE: COUNCIL-APPROVED HOURLY RATES, CONTRACT #ENG/210895							
		DIRECT LABOR (MAN-HOURS)					
		Project Manager 2	Project Engineer 2	Engineering Intern	Secretary/ Clerical	LABOR HOURS	LABOR TOTAL
NO.		\$224.86	\$225.65	\$137.42	\$103.26		
1.0	Plans Update and FDOT Coordination	5	2	20	5	32.0	\$ 4,840.30
2.0	Limited Construction Phase Services	12	16	30	5	63.0	\$ 10,947.62
SUB TOTAL: \$							15,787.92
GRAND TOTAL: \$							15,787.92

Certificate Of Completion

Envelope Id: E9296626-8BF9-4DDC-A581-E5E62AD686EB

Subject: SIGNATURE: Task Work Order #52 - SE 25th Ave at SR 464 Plans and CPS (ENG/210895)

Source Envelope:

Document Pages: 4

Certificate Pages: 5

AutoNav: Enabled

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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

8/25/2025 10:14:44 AM

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: Patricia Lewis

plewis@ocalafl.org

Pool: StateLocal

Pool: City of Ocala - Procurement & Contracting

Location: DocuSign

Location: Docusign

Signer Events

Ken Whitehead

kwhitehead@ocalafl.org

Assistant City Manager

City of Ocala

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

Ken Whitehead

5677F71E38874F4...

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Timestamp

Sent: 8/25/2025 10:17:10 AM

Viewed: 8/25/2025 10:50:52 AM

Signed: 9/11/2025 11:17:11 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Daphne Robinson

drobinson@ocalafl.org

Contracting Officer

Security Level: Email, Account Authentication
(None)

^{DS}
DR

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Sent: 8/25/2025 10:17:10 AM

Viewed: 9/4/2025 7:12:42 AM

Signed: 9/4/2025 7:14:59 AM

Electronic Record and Signature Disclosure:

Accepted: 9/4/2025 7:12:42 AM

ID: e07234a8-d718-4844-b088-73f57b679760

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	8/25/2025 10:17:10 AM
Certified Delivered	Security Checked	9/4/2025 7:12:42 AM
Signing Complete	Security Checked	9/4/2025 7:14:59 AM
Completed	Security Checked	9/11/2025 11:17:11 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.

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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

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 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 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 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.