



Marion County Board of County Commissioners

Procurement Services

2631 SE Third St.
Ocala, FL 34471
Phone: 352-671-8444
Fax: 352-671-8451

CHANGE ORDER FORM

This form is to be used when a Purchase Order has a change in scope, amount or date. Amounts exceeding 10% of original award requires BCC approval. Some fields may not be applicable and may be left blank. Use your cursor to hover over a field for help.

Date 06/25/2024 Department Growth Services Change Order # _____

☐ Additional Days Only Is Board Action Required? Yes

Bid/Contract/Quote Number & Project Title:
Marion County EAR and PSA study (Master Agreement #23Q-087)

Vendor (Name & Address):

Kimley-Horn
1700 SE 17th Street
Suite 200
Ocala FL 34471

Project Code: Task Order no. 14

PO Number: 02401215

Contract Amount: 220,150

Have you sent Procurement the revised P&P Bond? Yes ☐ No ☐ N/A ☐

Is the change order amount from Contingency? Yes ☐ No ☐

GL Account Number (ORG/OBJECT):
AA-320515-531109

Contingency Amount Using (if requesting use):

JUSTIFICATION & DESCRIPTION OF CHANGE

The County has requested certain additional community meetings and workshops for the EAR process, namely, two additional community quad workshops to increase public input and three additional workshops with the board in September, October, and November to facilitate input and feedback regarding changes to the comprehensive plan.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount: _____

\$220,150.00

Current Ordered Amount (Not the balance): _____

\$220,150.00

The PO will be increased/decreased by this change order in the amount of:
(Do not put contingency amount)

Increase ☒

Decrease ☐

\$22,800.00

The new PO amount including this change order will be:
(PO amount will not change if it comes from contingency)(auto calculated) _____

\$242,950.00

Contract time will be Increased/decreased by _____ DAYS

Prior Substantial Completion Date _____

Revised Substantial Completion Date _____

Prior Final Completion Date _____

Revised Final Completion Date _____

Approval:

BCC Approval (when applicable):

Director/Designee _____ Date _____

Chairman, BCC _____ Date _____

Project Mgr. _____ Date _____

Attest: Clerk of Court _____ Date _____

Administration (If Applicable) _____ Date _____

County Administrator _____ Date _____

Procurement: _____ Date _____



**AMENDMENT NUMBER 1 TO THE AGREEMENT
BETWEEN KIMLEY-HORN AND ASSOCIATES, INC.
AND MARION COUNTY**

AMENDMENT NUMBER 1 DATED June 19, 2024, to Task Order to the Agreement 23Q-087-TO-14 between Marion County, a political subdivision of the State of Florida ("the County") and Kimley-Horn and Associates, Inc., ("Kimley-Horn or Consultant") dated April 9, 2024 ("Agreement") concerning Evaluation and Appraisal Report (EAR) and Planned Service Area (PSA) Study (the "Project").

Kimley-Horn has entered into the Agreement with the County for the furnishing of professional services, and the parties now desire to amend the Agreement.

Therefore, it is mutually agreed that the Agreement is amended to include Additional Services to be performed by Kimley-Horn and provisions for additional compensation by the County to Kimley-Horn, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the Agreement not inconsistent with this Amendment, all of which are incorporated by reference.

ATTACHMENTS: Exhibit A, Table A

Consultant shall perform the following Additional Services:

Project Understanding

The County has requested certain additional community meetings and workshops as described below.

Scope of Services**Task 1 – Additional Community Quad Workshops**

- A. Kimley-Horn will attend two County-facilitated workshops to gather input on recurring/pressing issues related to the Comprehensive Plan and the PSAs. Each workshop will be scheduled for 2 hours in length, with 1 additional hour for Kimley Horn to prepare with the County. Kimley-Horn will send two (2) professionals to attend each workshop. The County will be responsible for securing the location of each workshop and for publicly noticing the workshops.
- B. Kimley-Horn will prepare one agenda, PowerPoint presentation, and workshop boards for each workshop. The presentation will be shared with the County for their review and comment. Kimley-Horn will update the presentation and deliver a final draft to the County for use during the workshops.
- C. The County will be responsible for updating the Project Website with the workshop information. Kimley-Horn will provide the materials prepared for the workshop for the County to upload.
- D. Deliverables:
 - 1) PowerPoint Presentation
 - 2) Participation in 2 additional community quad workshops
 - 3) Presentation Boards
 - 4) Public Engagement Input Matrix

Task 2 – Additional Board of County Commissioner (BOCC) Workshops

- A. Kimley-Horn will present the draft EAR and recommendations to the BOCC at three Board Workshops. This task also includes preparing the presentation material, including the meeting agenda, PowerPoint, and visual exhibits. Kimley-Horn will arrive one (1) hour early to set up for the agreed-upon format of the meeting. The County will be responsible for the meeting location arrangements and legal advertisements/public notices for all meetings, as well as any virtual attendance option, recording, and transcription.
- B. Deliverables:
 - 1) PowerPoint Presentation
 - 2) Participation in three BOCC (in-person) workshops
 - 3) EAR/Public Engagement Input Matrix Update

Additional Services If Required

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 provide the above Scope of Services as expeditiously as practicable to meet a mutually agreeable schedule.

Fee and Billing

Kimley-Horn will complete the above scope of services for a lump sum fee of \$30,150.00, inclusive of expenses. A breakdown of fees is shown in the attached Table A.

TABLE A
COST ESTIMATE FOR SERVICES

PROJECT: AMD 1 TO TASK ORDER 12_EAR AND PSA STUDY
CLIENT: MARION COUNTY OFFICE OF THE COUNTY ENGINEER
KH PM: BLAIR KNIGHTING, AICP
BASIS FOR ESTIMATE: RFQ 23Q-087 COUNTY-APPROVED HOURLY RATES; CIVIL/SITE ENGINEERS FOR MISC PROJECTS

DATE: JUNE 2024

		DIRECT LABOR (MAN-HOURS)							
		Principal Engineer	Project Manager (Registered)	Senior Planner	Planner	Clerical	Labor Hours	SUB (\$)	Labor Total
TASK ID	TASK DESCRIPTION	\$245.00	\$210.00	\$130.00	\$100.00	\$60.00			
1	ADDITIONAL COMMUNITY QUAD WORKSHOPS		20	20	5	5	50		\$ 7,600
2	ADDITIONAL BOCC WORKSHOPS		40	40	10	10	100		\$ 15,200
	TOTALS:	0	60	60	15	15	150		\$ 22,800
								Grand Total:	\$ 22,800.00