



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 12/22/2025 Department Utilities Change Order # 2

☐ Additional Days Only

Is Board Action Required? ☒ No ☐ Yes

Bid/Contract/Quote Number & Project Title:

~~25Q-106~~ 23Q-067

Contractor/Vendor (Name & Address):

Kimley Horn and Associates, Inc
101 E Silver Springs Blvd, Suite 400
Ocala, FL 34470

PO Number: 2301458

Contract Amount: _____

GL Account Number (ORG/OBJECT):

ZF442533 - 531109 *me*

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

Project Account Number (If applicable): _____

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

Requesting Amount of Contingency: _____

JUSTIFICATION & DESCRIPTION OF CHANGE

This request is to add a line for the vendor to provide bidding assistance and limited Construction Phase Services during construction to help address engineering and design related questions that arise and to provide limited review to allow for the final certification of the Irish Acres to Silver Springs Regional interconnect phases 1 and 2.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount: _____

\$357,280.00

Current Ordered Amount (Not the balance): _____

\$435,167.50

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

Increase ☒

Decrease ☐

\$22,490.00

The new PO amount including this change order will be:

(PO amount will not change if it comes from contingency)(auto calculated)

\$457,657.50

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:

Director/Designee

12/29/25
Date

Project Mgr.

Date

Administration (If Applicable)

Date

Procurement:

Date

BCC Approval (when applicable):

Chairman, BCC

Date

Attest: Clerk of Court

Date

County Administrator

Date

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

AMENDMENT NUMBER 2 DATED May 14, 2025, to an Agreement between Marion County, a political subdivision of the State of Florida (the "County" or the "Client") and Kimley-Horn and Associates, Inc., ("Kimley-Horn" or "Consultant") dated July 18, 2023 (the "Agreement") concerning 23Q-067 Irish Acres to Silver Springs Regional Water Main Interconnect (the "Project").

Kimley-Horn has entered into the Agreement with the Client 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 Client 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

ACCEPTED:

MARION COUNTY, a political subdivision
of the State of Florida

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____

Richard V. Busche, PE – Senior Vice President

TITLE: _____

BY:  _____

Alan J. Garri, PE – Vice President

DATE: _____

DATE: January 6, 2026

G:\New Business\Public Sector\Marion County\2023\RFQ 23Q-067 Irish Acres to Silver Springs Regional WM Interconnect\AMD 2_Irish Acres\AMD 2_Irish Acres.docx

Consultant shall perform the following Additional Services:

Project Understanding:

Kimley-Horn was contracted by MCU to perform the design of the Irish Acres Water Main Extension under contract 23Q-067. The Project has been divided into two construction phases, with phase 1 currently underway, and phase 2 expected to begin in 2026. MCU has requested that Kimley-Horn provide limited Construction Phase Services (CPS) during construction to help address engineering and design related questions that arise, and to provide limited review to allow for the final certification of the Project. Examples of services to be expected consist of the following:

1. Assistance in addressing questions submitted during the bid process.
2. Attending the pre-construction meeting.
3. Attending the substantial and final completion walk through.
4. Answering engineering or design related questions during construction.
5. Review of the Florida Department of Environmental Protection (FDEP) clearance documentation and certification of the FDEP clearance application.

In support of these objectives, Kimley-Horn has prepared the following scope for the Project.

Scope of Services:

Task 1 – Bidding Assistance for Phase 1 and 2

- A. Kimley-Horn will assist in answering up to 10 design-related questions submitted during bidding for each phase of construction, for a total of 20 questions.
- B. Kimley-Horn will revise bid plans, if required, during the bidding process.
- C. Kimley-Horn will attend the pre-bid meetings.
- D. MCU will address questions not pertaining directly to design and will revise bidding documents other than the bid plans.
- E. MCU will administer the bidding process.

Task 2 - Limited CPS for Phase 1 and 2

- A. Kimley-Horn will attend the pre-construction meetings.
- B. Kimley-Horn will assist in answering up to 8 design-related questions submitted by the contractor during construction and will, if needed, issue revised plan sheets associated with the answers to the questions.
- C. Kimley-Horn will attend the substantial completion walk through for each phase.
- D. Kimley-Horn will attend the final completion walk through for each phase.
- E. Kimley-Horn will review the FDEP clearance documents and sign the FDEP clearance form upon completion of the Project.
- F. MCU will prepare the clearance documents, coordinate with the contractor for bacterial testing and sampling, and provide sampling locations to the contractor.
- G. MCU will administer the construction of the Project and provide inspection during construction. Copies of the inspection reports will be provided to Kimley-Horn for review.

Additional Services

Services not specifically listed in the Scope of Services above are not included but can be provided as additional services if authorized by MCU. Compensation for additional services will be agreed to prior to their performance.

Schedule

Kimley-Horn will provide the above Scope of Services as expeditiously as practicable with a goal of meeting a mutually agreed-upon schedule.

Fee

Kimley-Horn will provide the services in Tasks 1 - 2 for a lump sum fee of \$22,490.00. A breakdown of fees is provided in TABLE A.

Attachments: TABLE A – Cost Estimate for Service

PROJECT: IRISH ACRES WATER MAIN EXTENSION LIMITED CPS
CLIENT: MARION COUNTY
KH PM: ALAN J. GARRI, PE

TABLE A
COST ESTIMATE FOR SERVICES

SHEET: 1 of 1
DATE: 12/1/2025

		DIRECT LABOR (MAN-HOURS)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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