



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 10/23/2025 Department Facilities Management Change Order # 2

☐ Additional Days Only

Is Board Action Required? _____

Bid/Contract/Quote Number & Project Title:

20Q-170-70-12 Fire Station #11

Vendor (Name & Address):

Rispoli & Associates
114 South Magnolia Avenue, Ocala, Florida
34471

Project Code: FRC000020

PO Number: 2201201

Contract Amount: 293235.00

GL Account Number (ORG/OBJECT):

VJ732522-562102

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

Contingency Amount (if requesting use):

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

DESCRIPTION OF CHANGE

Revise the 100% drawings to remove the high low exhaust system in the bays.
The fire department has decided to use the Ward Diesel system which attaches to the trucks.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE

Original PO Amount: _____

\$293,235.00

The Current PO Amount (includes all previous change orders): _____

\$304,465.00

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

Increase ☒

Decrease ☐

\$3,960.00

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

\$308,425.00

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):

Department Head

Date

Chairman, BCC

Date

Asst. Co. Administrator: (If Applicable)

Date

Attest: Clerk of Court

Date

Project Mgr.

Date

County Administrator

Date

Procurement:

Date

October 21, 2025

CONTRACT # 20Q - 170

Facilities Management

Nicole Raczkowski

Nicole.Raczkowski@marionfl.org

Mike Bates

Mike.bates@marionfl.org

2602 SE 8th Street

Ocala, Florida 34471

Re: ADD SERVICES #2 FOR:

Marion County Fire Station #11 - Fire College – Ocala Florida

Revise: High / Low Mechanical System Design in Apparatus Bay due to County using the WARD direct on Fire Truck Exhaust treatment system.

Rispoli & Associates Architecture, Inc. (RAA) and Ingenuity Engineers:

Shall provide Additional Services for the above-mentioned project as follows:

The additional scope of work shall include professional engineering design modifications to the High / Low mechanical and electrical systems in the Apparatus Bays of Fire Station #11. The scope of work as indicated above and in the Ingenuity Proposal attached:

SUMMARY	
Task 1: High / Low Mechanical and Electrical revisions	\$3,600.00
RAA Coordination Consultant's Fee 10% of consultant fee	\$360.00
TOTAL FEE FOR ADDITIONAL SERVICES ABOVE:	\$3,960.00

SCHEDULE

We anticipate approximately an additional 2 weeks for complete construction document upon approval of services.

PAYMENT SCHEDULE

Payment will be due and payable upon receipt of the Statements or as per Marion Co. policy.

If this proposal meets with your approval, please execute a notice purchase order as required.

Thank you for your consideration.

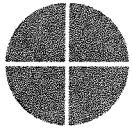
Sincerely,



Joseph Rispoli, AIA, Architect

Architect, AR95439

Project Architect/Manager



INGENUITY

ENGINEERS, INC.

October 6, 2025

Mr. Joe Rispoli, AIA
Principal, Architect
Rispoli & Associates Architecture, Inc.
114 South Magnolia Avenue
Ocala, FL 34471
O: 352.620.0909
F: 352.620.8218
joe@rispoliarchitect.com

Re: Fire Station #11 - Fire College – located in Ocala Florida – Add Service #2
Mechanical Professional Engineering Services
Ingenuity Project No. I21131.02

Dear Mr. Rispoli,

We respectfully submit our proposal to provide mechanical professional engineering services for the above referenced project. We look forward to and appreciate the opportunity to work with you and your team.

PROJECT SCOPE

The additional scope of work will include providing additional mechanical professional engineering services associated with Fire Station #11 located in Ocala, Florida. The scope of work will include design revisions associated with modifying the High Low system in the apparatus bays to the application of the ward system.

ADDITIONAL SERVICES

Additional services, when requested in writing, shall be performed at an hourly rate per the attached Ingenuity Engineers, Inc. rates schedule in effect at the time of request for services. Services may include, but are not limited to:

1. Expanded scope beyond proposal constraints.

TOTAL COMPENSATION

We propose to provide the above-described basic scope of services as described below:

Total Base Fee

\$3,600.00*

ingenuity engineers, inc.

Plus, reimbursable expenses

*Reimbursable expenses will be billed at 1.15 times direct cost and include all out-of-county travel-related costs, (Ingenuity's Orlando office to be considered point-of-origin for all trips), airfare, mileage, meals, lodging, plotting and printing (except as required for in-house coordination), photography, courier services, shipping and express mail. Billing will be monthly, based upon percentage of services completed and reimbursable expenses. Payment is due within 15 days of receipt of payment from client.

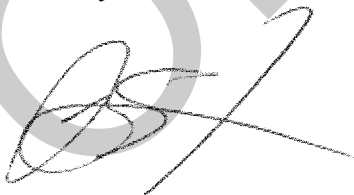
At no time during the duration of the project may the total fees outstanding equal or exceed 20% of the total base fee for the project. In the event that the total outstanding equals or exceeds 20% of the base contract fee, the project will be placed on hold and no additional work will be performed by Engineer or Consultant(s) until the outstanding balance has been paid to the Engineer.

PURSUANT TO FLORIDA STATUTE 558.035, AN INDIVIDUAL EMPLOYEE OR AGENT OF INGENUITY ENGINEERS, INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF PROFESSIONAL SERVICES RENDERED UNDER THIS PROFESSIONAL SERVICES CONTRACT.

If our proposal is acceptable, please return a signed copy authorizing us to proceed. This authorization constitutes your commitment to pay the fee and represents that approval has been received by your firm from the client. Alternatively, we can enter into a contract agreement using AIA forms.

We look forward to the opportunity to assist your firm for this and future projects. Please give me a call with any questions or comments.

Sincerely,



Brian S. Hessinger, P.E.
President/CEO

ingenuity engineers, inc.

Authorization by Rispoli & Associates Architects for Ingenuity Engineers, Inc. to provide the above-described services:

Signed: _____

Name: _____

Title: _____

Date: _____

FOR REVIEW

ingenuity engineers, inc.






10.31.2025 - Change Order 2 - Rispoli Associates - PO #2201201 - FS 11 - Remove High Low Exhaust System - \$3960.00 Increase

Final Audit Report

2025-11-03

Created:	2025-11-03
By:	Brittany Echols (brittany.echols@marionfl.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAv4UoOwwreWhfXqkS67xwQ5iELQN9L3Qr

"10.31.2025 - Change Order 2 - Rispoli Associates - PO #2201201 - FS 11 - Remove High Low Exhaust System - \$3960.00 Increase" History

-  Document created by Brittany Echols (brittany.echols@marionfl.org)
2025-11-03 - 12:56:21 PM GMT
-  Document emailed to Becky Jayne (Becky.Jayne@marionfl.org) for signature
2025-11-03 - 12:56:32 PM GMT
-  Email viewed by Becky Jayne (Becky.Jayne@marionfl.org)
2025-11-03 - 12:58:33 PM GMT
-  Document e-signed by Becky Jayne (Becky.Jayne@marionfl.org)
Signature Date: 2025-11-03 - 12:58:54 PM GMT - Time Source: server
-  Agreement completed.
2025-11-03 - 12:58:54 PM GMT