

TASK ORDER TO THE AGREEMENT

In accordance with the Civil/Site Engineering for Miscellaneous Projects Agreement, approved by the Board of County Commissioners on June 6, 2023 (the "Agreement") for work within the scope of Solicitation 23Q-087-TO-34 Stormwater Asset Study, this Task Order to the Agreement (this "Amendment") is made and entered into between Kimley-Horn and Associates, Inc. whose address 1700 SE 17th Street, Suite 200, Ocala, FL 34471, and possessing FEIN# 56-0885615 ("FIRM") and Marion County, a political subdivision of the State of Florida, 601 SE 25th Avenue, Ocala, FL, 34471 ("COUNTY").

WITNESSETH

WHEREAS the parties wish to amend the Agreement as set forth below; and;

IN CONSIDERATION of the mutual covenants and conditions contained herein, the parties do hereby agree as follows:

1. This Amendment shall be deemed to amend and become a part of the Agreement in accordance with the original Solicitation and Agreement for Civil/Site Engineering for Miscellaneous Projects under 23Q-087.

2. FIRM's services and performance will be in accordance with the scope of service and fee schedule, Exhibit A hereto. The total cost for the Project will not exceed Seventy-Five Thousand, Four Hundred and Seventy-Five Dollars with Zero Cents (\$75,475). The Project shall reach substantial completion within 9 months. All Work shall proceed in a timely manner without delays. **TIME IS OF THE ESSENCE.** All limitations of time set forth in the Contract Documents are of the essence of this Firm.

IN WITNESS WHEREOF the parties have entered into this Amendment, as approved by the Marion County Board of County Commissioners, on the date of the last signature below.

ATTEST:

MARION COUNTY, A POLITICAL SUB-DIVISION OF THE STATE OF FLORIDA

GREGORY C. HARRELL, DATE
MARION COUNTY CLERK OF COURT

KATHY BRYANT DATE
CHAIRMAN

FOR USE AND RELIANCE OF MARION COUNTY ONLY, APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BCC APPROVED: February 18, 2025
23Q-087-TO-34 Stormwater Asset Study

MATTHEW G. MINTER, DATE
MARION COUNTY ATTORNEY

WITNESS:

Kimley-Horn and Associates, Inc.

SIGNATURE

BY: DATE

PRINTED NAME

PRINTED:

WITNESS:

ITS: (TITLE)

SIGNATURE

PRINTED NAME

TASK ORDER NUMBER 26

Describing a specific agreement between Kimley-Horn and Associates, Inc. (“Kimley-Horn”) and Marion County, a political subdivision of the State of Florida, (“County” or “Client”) in accordance with the terms of the Master Agreement for Civil/Site Engineering for Miscellaneous Projects #23Q-087, which is incorporated herein by reference.

Identification of Project:

Project: Stormwater Asset Study

Project Manager: Stewart L. Hill, PE

Project Understanding:

Marion County operates and maintains a Phase II Municipal Separate Storm Sewer System (MS4) which is regulated under the National Pollutant Discharge Elimination System (NPDES) Stormwater Program. The County’s MS4 is made up of numerous assets including, but not limited to, drainage retention areas (DRAs), structures, pipes, and water quality improvements. The County desires to develop a complete asset inventory and associated inspection schedule to provide for better operation and maintenance of the system. Additionally, the County would like to understand what improvements could be made to ensure critical stormwater information is getting conveyed to the Asset Management team. The specific goals of this analysis include:

- A comprehensive review of stormwater assets to determine what information the County should maintain and identify any gaps.
- Develop a plan to fill in data gaps.
- Develop a plan for inspecting existing pipe assets using CCTV.
- Develop a strategic plan to begin and maintain recurring inspections of all stormwater assets.
- Develop a standard operating procedure for incorporating new stormwater assets into the asset management system.

Scope of Services:

The services to be performed by Kimley-Horn will include the following:

Task 1 – General/Project Administration

- A. The project administration activities are based on a 9-month contract period following Notice to Proceed by the County. The activities that will be undertaken include the following:
- 1) *Project Setup:* Kimley-Horn will establish project files, project work plan, and initiate accounting system.
 - 2) *Project Schedule:* Kimley-Horn will provide a schedule of calendar deadlines within 10 days of Notice to Proceed and will provide updates to the schedule through the life of the contract.
 - 3) *Monthly Progress Meetings:* Kimley-Horn will meet with the County to review the progress of work and to conduct project reviews. This is limited to a total of 10 such meetings over the life of the contract. The first meeting will serve as the project kick-off meeting.

- 4) *Invoices:* Kimley-Horn will prepare the monthly invoice. The invoice will be reviewed at the monthly progress meeting.

Stormwater GIS Asset Inventory and Gap Analysis:

Task 2 – Acquire Background Data and Gap Analysis

- A. Kimley-Horn will develop a file transfer plan.
- B. Kimley-Horn will provide a file transfer mechanism to the County.
- C. The County will provide all existing asset data and inspection timelines to Kimley-Horn.
- D. Kimley-Horn will provide a comprehensive review of existing data to determine where coverage is detailed and identify data gaps.
- E. Kimley-Horn will perform a gap analysis incorporating the County’s Watershed Management Plans (WMPs) and other resources.
- F. Kimley-Horn will coordinate with the County’s Asset Management team to understand the existing asset management software (Cartegraph & Geographic Information System [GIS]) and future asset management software (Tyler Enterprise Asset Management [EAM] & GIS).
- G. Kimley-Horn will provide a technical report to outline the data compiled and the findings of the gap analysis.

Task 3 – Plan to Fill in Data Gaps

- A. Kimley-Horn will establish the necessary data fields for each existing or new asset type.
- B. Kimley-Horn will create a workflow/phasing plan to obtain missing data; to include field tools for data collection, collection efficiency, and standards required for the collection efforts.
- C. The County will fill in data gaps at a later date.

Stormwater Asset Inventory Inspection Plan:

Task 4 - CCTV Pipe Inspection Plan

- A. Kimley-Horn to develop a phasing plan for inspecting all County-owned closed conveyance system assets using CCTV.
 - 1) Kimley-Horn will provide a prioritization matrix to include pipe material, system length, system age, road classification, etc. for review and approval by the County.
 - 2) Kimley-Horn will prioritize assets and phase proposed work for CCTV.
- B. Kimley-Horn will provide a cost estimate to complete CCTV inspections over the next 5 – 15 years.

Task 5 – Routine Inspections Plan

- A. Kimley-Horn will develop a strategic plan for recurring asset inspections. The plan will:
 - 1) Include the frequency of inspections for each asset type and/or inspection scenario (frequency may be determined by asset life cycle, permit requirements, existing routine inspection schedules, etc.).

- 2) Provide recommendations for prioritizing recurring inspections, data fields to collect, and requirements for maintaining this data.
- B. Strategic plan shall provide a workflow for the “first push” of baseline inspections in addition to future recurring inspections.

Task 6 – Standard Operating Procedure (SOP) for New Assets

- A. Kimley-Horn will develop a SOP to ensure data for new assets is provided to the Asset Management team. The SOP will include:
 - 1) Project closeout of County projects and turnover of additional assets from outside agencies/consultants.
 - 2) Required as-built standards for stormwater assets and CCTV inspection requirements, as necessary.
- B. Kimley-Horn will provide language, new or updated, for incorporation into Developer Agreements or the Marion County Land Development Code (LDC) specific to the process of stormwater asset turnover to the County (if requested).

Miscellaneous:

- 1. GOVERNING REGULATIONS
The services performed by Kimley-Horn will comply with applicable State and County standards and guidelines.
- 2. PROGRESS REPORTING
Kimley-Horn will provide a verbal progress report during monthly meetings to support invoicing.
- 3. QUALITY CONTROL
Kimley-Horn will be responsible for the professional quality and technical accuracy of the services furnished under this Contract.
- 4. SUBMITTALS
Kimley-Horn will provide copies of the required documents as listed below. Up to three (3) hard copies and one electronic copy will be submitted to the County.
 - a. Summary of Deliverables:
 - i. Draft Stormwater GIS Asset Inventory and Gap Analysis Technical Report
 - ii. Final Stormwater GIS Asset Inventory and Gap Analysis Technical Report
 - iii. Draft Stormwater Asset Inventory Inspection Plan
 - iv. Final Stormwater Asset Inventory Inspection Plan

Additional Services

Any service not specifically identified in the above Scope of Services is not included in this Task Order but can be provided as additional services if authorized by the County. Compensation for additional services will be agreed to prior to their performance.

Schedule

Kimley-Horn will perform the Scope of Services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule. Kimley-Horn assumes a 9-month project duration from Notice to Proceed.

Fee

Kimley-Horn will provide the services described in the Scope of Services for a lump sum fee of \$75,475.00. Table A (attached) summarizes the estimated staff hours and expenses needed to complete the Scope of Services.

Attachments: TABLE A – Cost Estimate for Service

MARION COUNTY
A POLITICAL SUBDIVISION OF FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

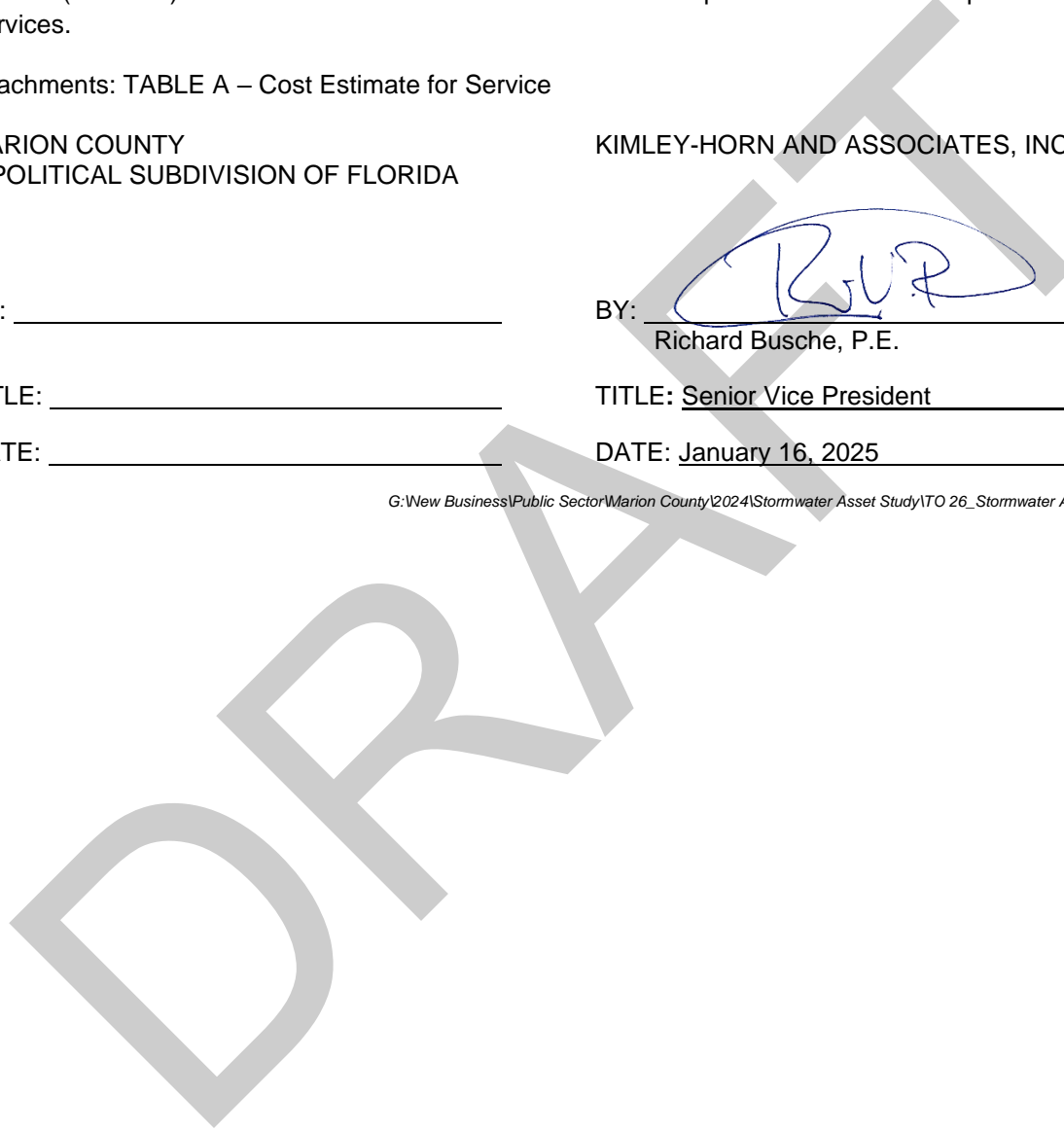
BY:  _____
Richard Busche, P.E.

TITLE: _____

TITLE: Senior Vice President

DATE: _____

DATE: January 16, 2025



**TABLE A
COST ESTIMATE FOR SERVICES**

PROJECT: STORMWATER ASSET STUDY
 CLIENT: MARION COUNTY OFFICE OF THE COUNTY ENGINEER
 KH PM: STEWART L. HILL, P.E.
 BASIS FOR ESTIMATE: RFQ 23Q-087 COUNTY-APPROVED HOURLY RATES; CIVIL/SITE ENGINEERS FOR MISC PROJECTS

DATE: JANUARY 16, 2025

		DIRECT LABOR (MAN-HOURS)							SUB (\$)	Labor Total
		Principal Engineer	Project Manager (Registered)	Staff Engineer	GIS Technician	Clerical	Labor Hours			
TASK ID	TASK DESCRIPTION	\$245.00	\$210.00	\$125.00	\$90.00	\$60.00				
1	GENERAL/PROJECT ADMINISTRATION	2	10	32	10	54			\$ 7,190	
2	ACQUIRE BACKGROUND DATA AND GAP ANALYSIS		24	84	80	188			\$ 22,740	
3	PLAN TO FILL IN DATA GAPS	2	6	60	20	100			\$ 11,770	
4	CCTV PIPE INSPECTION PLAN		24	60	20	104			\$ 14,340	
5	ROUTINE INSPECTIONS PLAN		12	25	15	52			\$ 6,995	
6	STANDARD OPERATING PROCEDURE FOR NEW ASSETS	4	14	48	20	98			\$ 12,440	
TOTALS:		8	90	309	155	34	596	\$ -	\$ 75,475.00	
								Grand Total:	\$ 75,475.00	