



# 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

Department

Change Order #

Additional Days Only

Is Board Action Required?

Yes

Bid/Contract/Quote Number & Project Title:

15Q-051-TO-191/MARTEL TRAINING PAD

Project Code:

PO Number:

Contract Amount:

\$236,615.00

Is the change order amount from Contingency?  Yes

No

Vendor (Name & Address):

KIMLEY HORN AND ASSOCIATES INC  
101 E SILVER SPRINGS BLVD  
OCALA, FL 34470

GL Account Number(ORG/OBJECT):

VJ736521 - 563102

Contingency Amount (if requesting use):

### DESCRIPTION OF CHANGE

Landscape Buffer Re-Design & Permitting- Revised landscape plans to meet the Type A buffer requirements along the northern property line and Irrigation plans to serve the Type A buffer along the northern property line. KH will provide a waiver to be submitted to the MC Development Review Committee & City of Ocala to update the Project buffer.

\* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE

Original PO Amount was (includes contingency)

The Current PO amount (includes all previous change orders/liquidations)(amt shown in Tyler)

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

Increase  Decrease

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

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:

 1/14/26

Date

Department Head

### BCC Approval (when applicable):

Chairman, BCC

Date

Attest: Clerk of Court

Date

Project Mgr.

County Administrator

Date

Procurement:

Date

Revised 11/22

## TASK ORDER NUMBER 38

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: Martel Paved Training Course Landscape Buffer Re-Design

Client Manager: Thomas W. Trexler, PE

*Project Understanding:*

Under a prior Agreement, the County retained Kimley-Horn for engineering services to design and permit the Martel Paved Training Course. The County has now requested additional analyses and meetings, as described below.

*Scope of Services:*

Task 1 – Landscape Buffer Re-Design

- A. Based on the requirements of the Special Use Permit (Resolution No. 20-R-224) for this parcel, a Type A buffer is now required along a portion of the northern property line. Kimley-Horn will provide the services listed below:
  - 1) Through a local subconsultant, Kimley-Horn will provide revised landscape plans to meet the Type A buffer requirements along the northern property line. The landscape plans and documents will be prepared to the minimum level specified in the Marion County Land Development Code for the Project.
  - 2) Through a local subconsultant, Kimley-Horn will provide irrigation plans to serve the Type A buffer along the northern property line. The irrigation plans and documents will be prepared to the minimum level specified in the Marion County Land Development Code for the Project.
  - 3) Kimley-Horn will submit landscape and irrigation plans via email to Marion County staff for review. The plans will be revised up to two times based on staff comments and input.
  - 4) Once the plans are sufficiently designed to County staff perspective, a waiver will be submitted to the Marion County Development Review Committee to update the Project buffer. No additional permitting is included in this Task, but it can be prepared as an Additional Service if needed.
  - 5) Kimley-Horn will provide signed and sealed plans to the contractor for construction.
  - 6) A landscape as-built or record drawing will be provided by Kimley-Horn's consultant following construction to be used with project closeout.

Task 2 – City of Ocala Utility Permitting

- A. Kimley-Horn will update the construction plans for the latest City of Ocala details and design requirements. The revised plans will be submitted for review and approval by City of Ocala Water Resources staff. The Scope of Services does not include additional permitting with other City departments, but it can be prepared as an Additional Service if needed.
- B. Once approved, the revised Utility Plans and details will be released to the contractor for construction.

### ***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 the County. Compensation for Additional Services will be agreed to prior to their performance.

### ***Information Provided by Client:***

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

### ***Schedule***

Kimley-Horn will provide our services as expeditiously as practicable with the goal of meeting a mutually agreed-upon schedule.

### ***Fee***

Kimley-Horn will provide the services described in the Scope of Services for a lump sum fee of \$9,210.00. A breakdown of fees is shown in the attached Table A.

Attachments: TABLE A – Cost Estimate for Service

MARION COUNTY, A POLITICAL SUBDIVISION  
OF FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: Mike Busche

BY: 

Richard V. Busche, PE

TITLE: Assistant Director Facilities  
DATE: 12-10-2025

TITLE: Senior Vice President

DATE: December 8, 2025

TABLE A  
COST ESTIMATE FOR SERVICES

PROJECT: MARTEL PAVED TRAINING COURSE LANDSCAPE BUFFER RE-DESIGN

DATE: DECEMBER 2025

CLIENT: MARION COUNTY OFFICE OF THE COUNTY ENGINEER

KH PM: THOMAS TREXLER, PE

BASIS FOR ESTIMATE: RFQ 23Q-087 COUNTY-APPROVED HOURLY RATES; CIVIL/SITE ENGINEERS FOR MISC PROJECTS

		DIRECT LABOR (MAN-HOURS)							
		Principal Engineer	Project Manager (Registered)	Staff Engineer	CADD Designer	Clerical	Labor Hours	SUB (\$)	Labor Total
TASK ID	TASK DESCRIPTION	\$245.00	\$210.00	\$125.00	\$110.00	\$80.00			
1	LANDSCAPE AND IRRIGATION PLANS	1.0	4.0	8.0	2.0	4.0	19.0	\$ 1,750.00	\$ 2,545.00
2	CITY OF OCALA UTILITY PERMITTING	1.0	5.0	8.0	8.0	4.0	26.0	\$ -	\$ 3,415.00
EXP	PERMITTING FEE ALLOCATION						0.0	\$ 1,500.00	\$ -
	TOTALS:	2.0	9.0	16.0	10.0	8.0	45.0	\$ 3,250.00	\$ 5,960.00
								Grand Total:	\$ 9,210.00