

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.

Please send completed and digitally signed form to **Procurement@marionfl.org**

Date: 6/12/2025 Department: Office of County Engineer Change Order #: 3

☐ Additional Days Only

Is Board Action Required? No

Contractor/Vendor (Name & Address):

Bid/Contract/Quote Number & Project Title:

23Q-225 CR475A Improvements TIP000022

Kittelson & Associates, Inc.

225 E Robinson St

Suite 335

Orlando, FL 32801

PO Number: 02401106

Contract Amount: \$ 1,481,953.00

GL Account Number (ORG/OBJECT):

BM761541 - 563221 GA771541-563511

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

Project Account Number (If applicable):

TIP000022 TIP000023

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

Requesting Amount of Contingency:

\$ 0.00

JUSTIFICATION & DESCRIPTION OF CHANGE

Requesting change order to TIP000022 (PO# 2401106). The contractor for CR 475A-Task A has identified additional survey scope/geotech testing that is necessary outside of the initial alignment ROW due to design modifications. The funding will cover the additional survey and soil borings. The change order = \$21,655; \$18,300 from TIP000022 TIPROADS EXPANS DES 761; \$3,355 from TIP000022 TIPROADS EXPANS DES 771. See attached backup documents.

*** BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE ***

Original Ordered Amount: \$1,481,953.00

Current Ordered Amount (Not the balance): \$1,538,473.00

The PO will be increased/decreased by this change order in the amount of: ☒ Increase ☐ Decrease \$ 21,655.00

The new PO amount including this change order will be: \$1,560,128.00
(PO amount will not change if it comes from contingency)(auto calculated)

Contract time will be Increased/decreased by 0 DAYS

Prior Substantial Completion Date: NA Revised Substantial Completion Date: NA

Prior Final Completion Date: NA Revised Final Completion Date: NA

Approval:

BCC Approval (when applicable):

Douglas A. Hunter 6/12/25
Director/Designee Date

Chairman, BCC Date

James Dingman 6/12/25
Project Mgr. Date

Attest: Clerk of Court Date

Administration (NEW amount is between \$25k - \$50k) Date

County Administrator Date

Procurement: Date

Reset Form

Email Form

Revised 10/2024



7328 West University Ave, Suite B
Gainesville, FL 32607
P 352.415.3450

June 10, 2025

Project #29647

Jack Dingman
Marion County, Office of the County Engineer
412 SE 25th Avenue
Ocala, FL 34471
RE: CR 475A - Task A Requested Amendments

Dear Jack:

Kittelison is requesting additional funds for the CR 475A Task A Roadway Improvements project. The requested funds will be used to obtain additional surveying and geotechnical information within the Ocala Stud properties. The County brought to our attention, after initial project negotiations, that a proposed development within the Ocala Stud properties had set aside frontage for future widening. An alignment shift was requested by Steven Cohoon, County Engineer, to utilize this proposed frontage.

The following amounts are requested to obtain the proposed information:

- JCH Consulting - \$18,300
- Geo-Tech - \$3,355

Detailed information for the additional work can be found within the appendix. Please contact me if you have any questions.

Sincerely,
KITTELSON & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Brandon Kelley', with a stylized flourish at the end.

Brandon Kelley
Associate Engineer
407.373.1132
bkelley@kittelison.com

APPENDIX

JCH
Consulting Group, Inc.

426 SW 15th Street
Ocala, FL 34471
Phone 352-405-1482
www. JCHcg.com

November 5, 2024

Brandon Kelley, PE
Kittelson & Associates, Inc
225 East Robinson Street, Suite 355
Orlando, Florida 32801

RE: CR 475 A – Red Oak Farm - Approximately 4000 Linear Feet

BK,

Thank you for considering JCH Consulting Group. After reviewing materials from our office, I have determined a fee for each task as listed below for the requested services. This will include the following tasks on the project listed above in Marion County, Florida:

- **Task #A Route Survey:** Fee: \$18,300.00
 - Horizontal and Vertical data will meet or exceed Standards of Practice as set forth by the Florida Board of Professional Surveyors and Mappers in Chapter 5J-17.050-052, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
 - Locate existing conditions along contiguous roadways
 - Confirm FEMA Flood Elevation
 - State Plane Coordinates
 - Location of Trees 10" and larger
 - All easements depicted on survey as furnished by client or platted
 - Locate all above ground utilities (gate valves, water meters, etc.)
 - Locate existing conditions along contiguous roadways
 - Vertical datum will be on NAVD 1988
 - Contours will be shown on a 1' for minor, and 5' for major
 - All easements depicted on survey as furnished by client or platted
 - Contours will be collected on a 100' grid
 - Spot elevations will be depicted at 50 foot intervals
 - Locate all above ground utilities (gate valves, water meters, sprinkler heads, power poles etc.)
 - Prepare three (3) Sketch of Descriptions for property acquisition. Location to be provided by project engineer.

Classification	Rates	Classification	Rates
Professional Surveyor/Mapper	\$130	2 Person Survey Crew	\$110
CAD Technician	\$75	3 Person Survey Crew	\$130
Clerical	\$45	Vvh in pavement	\$550 ea
GIS/Mapping Technician	\$75	Vvh out of pavement	\$400

Task #A - Route Survey:

	Professional Surveyor / Mapper	CAD Tech	Clerical	2 Person Surveyor Crew	Total
Price / Hr,	\$130.00	\$75.00	\$45.00	\$110.00	
Coordination	6	16	2		
Control	4	6		28	
Topographic Collection	6	44		50	
QA/QC	20				
Total	\$4,680.00	\$4,950.00	\$90.00	\$8,580.00	\$18,300.00

Once the proposal is authorized, we anticipate a completion date of 30 – 40 days subsequent to. The requested services will be delivered in an electronic drawing file in Civil 3D 2025 format and plotted 24"x36" maps. Upon completion an invoice will be delivered with the final map and drawing file. Payment will be due within 30 days of the invoice date.

Terms of this proposal are valid for 30 days from date of proposal. If you have any questions regarding this proposal, or for any further information, please do not hesitate to call.

Sincerely,

Chris Howson

Chris Howson, P.S.M., C.F.M., (FL., MS)
President
JCH Consulting Group, Inc.



ENGINEERING CONSULTANTS IN GEOTECHNICAL • ENVIRONMENTAL • CONSTRUCTION MATERIALS TESTING

June 11, 2025
Proposal No. 14118
Addendum C Revision B

Brandon Kelley, P.E.
Kittelson & Associates, Inc.
225 East Robinson Street, Suite 355
Orlando, Florida 32801

Reference: Proposed County Road 475A Improvements, Task A, Marion County, Florida
Budget Proposal for Geotechnical Engineering Consultant Services

Dear Mr. Kelley:

Per your request, Geo-Technologies, Inc. (Geo-Tech) is submitting this budget proposal to assist you on your project.

Based on our conversations and email correspondence with you on April 14, 2025, Geo-Tech understands that a combination of a gravity and MSE wall is currently being considered for the design of the retaining wall. Geo-Tech is to provide earth pressure and stability analysis of the structure.

Geo-Tech's scope of services for this project will consist of the following:

- Earth pressure and stability analysis of the retaining wall.

A report will be issued presenting our findings, evaluations and recommendations to aid in the foundation design of the retaining wall. Foundation design is not included within our scope of services. Geo-Tech should be informed if the loading conditions are established and can be provided prior to finalizing our report.

Geo-Tech estimates our fee to provide the abovementioned scope of services to be \$3,355.00. Please note, due to increased processing fees incurred, Geo-Tech estimates our fee to be \$3,489.20 when utilizing a credit/debit card to make final payment.

Our scope of services may change depending on the subsurface conditions found and you will only be invoiced for the actual services performed at the unit rates shown on the attachment. Geo-Tech will not exceed our estimated total fee without authorization from you. The proposed scope of services and estimated prices are itemized and presented in Attachment A.

The report will be available about five (5) business days after the completion of the field exploration and associated laboratory testing services. Field exploration services will not be initiated until the signed authorization is received. Payment for services is required prior to delivery of the sealed reports.

We sincerely appreciate the opportunity to submit this budget proposal to you and understand the importance of providing prompt professional service to keep your project on schedule. Should you have any questions concerning this budget proposal or if we may be of further assistance, please do not hesitate to contact the undersigned.

Sincerely,



Grady N. Polk
Staff Engineer

GNP/CAH



Craig A. Hampy, P.E.
Senior Project Engineer

Please complete the following authorization form and return via email to Grady N. Polk at gpolk@geotechfl.com to schedule the proposed field work.

Signed authorization below gives Geo-Tech, Inc. authorization to collect interest as allowed by the State of Florida on all accounts not paid in full within thirty (30) days. In addition, the signee will be responsible for all attorney fees charged for collection of this invoice.

Authorization Signature: _____ Date: _____

Authorization Name (Please Print): _____

Representing (Company Name): _____

Billing/Mailing Address: _____

Phone No.: _____ Email: _____

Attachment A

Proposed Scope of Services and Estimated Prices

Attachment A
Proposed Scope of Services and Estimated Prices

Professional and Technical Services:

• Senior Project Engineer 7 hours @ 155.00/hour	\$1,085.00
• Soil Scientist 18 hours @ 110.00/hour	\$1,980.00
• CADD Draftsman 3 hours @ 75.00/hour	\$225.00
• Administration 1 hour @ 65.00/hour	\$65.00
Total	\$3,355.00