



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 04/09/2025

Department Facilities Management

Change Order # 3

☐ Additional Days Only

Is Board Action Required? Yes

Bid/Contract/Quote Number & Project Title:
Employee Health Clinic - Design

Vendor (Name & Address):

Architecture Studio
1823 E FORT KING STREET
SUITE 102
OCALA FL 34471

Project Code: RBC000002

PO Number: 2401663

Contract Amount: 94500

GL Account Number (ORG/OBJECT):

ZK711519-562102

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

Contingency Amount Using (if requesting use):

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

DESCRIPTION OF CHANGE

Unforeseen structural conditions. When the internal demolition of the existing building was completed, it was discovered that there were numerous structural issues. Our structural engineer visited the site and provided details and instructions that addressed the following: 1. Cut or damaged trusses to accommodate roof drains assembly. 2. Water damaged trusses due to water intrusion (multiple locations). 3. Cut/damaged wood I beam in the former kitchen area (multiple locations). 4. Water damaged girder trusses due to water intrusion.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE

Original PO Amount:

\$94,500.00

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

\$103,950.00

The PO will be increased/decreased by this change order in the amount of:

Increase ☒

Decrease ☐

\$10,900.00

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

\$114,850.00

Contract time will be Increased/decreased by DAYS

0

Prior Substantial Completion Date

Revised Substantial Completion Date

Prior Final Completion Date

Revised Final Completion Date

Approval:

Department Head 4/14/25 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

March 3, 2025

April 9, 2025 (Revised)

James Huber

Project Manager, Facilities Management
Marion County Board of County Commissioners
2602 S.E. 8th Street
Ocala, Fl. 34471

Re: ***M.C. Clinic (renovations of the former Pioneer Garden Center)***
4331 East Silver Springs Boulevard
Ocala, Marion County, Florida 34470
ASI project 2492

Please accept this proposal for additional architectural and structural engineering services.

Architectural work:

During our initial meetings to discuss the project scope of work it was understood that we were to work with Marion County facilities for the remodeling of the former pioneer garden club and converting the facility into a health clinic for the county. The inclusion of a third-party health care provider occurred during our early construction phase, and their process, often changing requirements and time frame, created substantial additional architectural and consultant coordination work that was not anticipated.

Structural work:

When the internal demolition of the existing building was completed, it was discovered that there were numerous structural issues. Our structural engineer visited the site and provided details and instructions that addressed the following:

- Cut or damaged trusses to accommodate roof drains assembly.*
- Water damaged trusses due to water intrusion (multiple locations).*
- Cut/damaged wood I beam in the former kitchen area (multiple locations).*
- Water damaged girder trusses due to water intrusion and repair of corroded hanger.*

THIS REQUEST FOR ADDITIONAL SERVICES \$10,900

The previous unforeseen structural repairs that we addressed were for lobby trusses that were cut in the attic to accommodate the air conditioning systems and pre-stressed concrete slab edge issues. We suggested waiting until the completion of the demolition work to address all potential issues at one time, however it was requested that we pay immediate attention to this matter.

If this proposal is acceptable, please amend our task/purchase order so that we can include these services within our scope of work and as always if any questions arise, please do not hesitate to contact me.

Thank you,



Rolando Sosa, Architect
Architecture Studio Inc.