



PROFESSIONAL SERVICES AGREEMENT CHANGE ORDER

Change Order # 4 Date 26 February 2025

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Client Marion County Board of County Commissioners
Client Project # PO# 02401661
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Project Name and Location: Solid Waste Financial Sustainability Analysis – FY 2025 Update;
Marion County, FL

In accordance with the original Professional Services Agreement dated 4 September 2024 and Change Orders thereto, the Agreement changes as detailed below are hereby authorized.

Task 4 – Review Results with County Management and Commission:

- 4.6 Make adjustments as required based upon input from County Commissioner 1-on-1s, including development of additional scenarios and/or analyses requested by County staff, management, and/or Commission, and the independent technical reviews thereof.

For the additional labor effort required through January 29, 2025, beyond the original scope of services relating to County Commissioner 1-on-1s, Task 4 reflects 15 additional labor hours for Project Principal and 40 additional hours for Project Consultant, for an associated total increase in labor cost of \$9,300.00. No additional travel expense is assumed.

- 4.10 Subsequent scenario development and analysis as required based upon input received during and after the January 29, 2025, County Commission meeting.

For the additional labor effort required through February 4, 2025, beyond the original scope of services relating to input received during and after the January 29th County Commission meeting, Task 4 reflects 10 additional labor hours for Project Principal, for an associated total increase in labor cost of \$2,200.00. No additional travel expense is assumed.

- 4.12 Prepare for and participate in the following additional meetings as requested by the County:

February 4, 2025: Board meeting

March 5, 2025: Board meeting for proposed modified ordinance adoption

May 2025: 1-on-1 meeting with County Administrator regarding Proposed FY26 Budget

June 17, 2025: Board meeting for tax roll resolution adoption

TBD 2025: Attend 1 public workshop

July 2025: One-day budget workshop with the County Commission

September 4, 2025: Attend public hearing for consideration of Tentative FY26 Budget adoption

September 22, 2025: Attend public hearing for consideration of Final FY26 Budget adoption

For the additional labor effort required, beyond the original scope of services, to prepare for and participate in each of these meetings, Task 4 reflects 64 additional labor hours for Project Principal and 32 additional labor hours for Project Consultant, for an associated total increase in labor cost of \$18,880.00. To attend 8 additional meetings, the associated travel expense is \$1,650.00.

Task 6 – Allowances for Additional County Commissioner 1-on-1s:

Through March 5, 2025, prepare for and meet with County Commissioners 1-on-1, including any subsequent scenario development and analysis.

For the additional labor effort required through March 5, 2025, if any, beyond the original scope of services relating to County Commissioner 1-on-1s, and assuming two additional 1-on-1s, Task 6 reflects 20 additional labor hours for Project Principal and 40 additional hours for Project Consultant, for an associated total increase in labor cost of \$10,400.00. To attend 2 additional County Commissioner 1-on-1s, the associated travel expense is \$600.00. Note that additional meeting participation will be charged at the agreed upon fixed hourly rates for actual time and out-of-pocket expenses incurred.

Therefore, the total not-to-exceed project cost authorized by Changer Order #4, including Task 6 allowances for up to two additional County Commissioner 1-on-1s, is to increase by \$43,030.00 to \$112,715.00, of which \$40,780.00 is for additional labor cost and \$2,250.00 for associated travel expense. The updated work plan reflective of the changes described herein is presented as Appendix A to this document.

	Change Order Number	<u>1</u>	\$	-
	Change Order Number	<u>2</u>	\$	7,495.00
	Change Order Number	<u>3</u>	\$	19,690.00
	Change Order Number	<u>4</u>	\$	43,030.00
	Total Agreement		\$	112,715.00

Effect on Schedule: Project schedule is extended through September 30, 2025, as a result of Change Order #4.

Payments shall be made in accordance with the original agreement terms. All other items and conditions of the original Agreement shall remain in full force and effect.

Stantec Consulting Services Inc.

Marion County Board of County Commissioners

Eric Grau, Principal

Print Name and Title

Print Name and Title

Signature

Grau, Eric Digitally signed by Grau, Eric
Date: 2025.02.26 12:00:03
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Signature

Date Signed:

2 / 26 / 2025

Date Signed:

APPENDIX A

Marion County, Florida

Solid Waste Financial Sustainability Analysis - FY 2025 Update
Project Work Plan and Cost Estimate

Project Tasks		Estimated Labor-Hours			Total Project	
		Project Principal	Project Consultant	Clerical		
		Hourly Rates →	\$220	\$150	\$45	
Task 1	Project Initiation & Data Collection					
1.1	Prepare initial data request list and detailed critical path schedule. Perform job set-up activities.	2	1	2	5	
1.2	Conduct kick-off meeting conference call with County staff to discuss data request list, schedule, key issues, and system information.	2	1	0	3	
1.3	Prepare revised materials per kick-off meeting, including schedule and supplemental data requests.	1	1	0	2	
Task 2	Perform Cost of Service Analysis					
2.1	Review data with County staff as necessary to ensure a proper understanding of data is achieved.	1	2	0	3	
2.2	Prepare a local and/or regional benchmarking of methods used for recovering the cost of residential solid waste disposal.	4	12	0	16	
2.3	Incorporate all test year requirements into a cost allocation module to determine the County's cost of service associated with residential solid waste disposal at the County's recycling centers and the resulting cost recovery associated with alternative scenarios.	4	12	0	16	
2.4	Quality control review and adjust model as necessary. Develop preliminary scenarios of rate adjustment and other sensitivities.	6	6	0	12	
2.5	Prepare for and meet with County staff in an interactive work session to review preliminary results [on-site meeting in conjunction with Task 3.5] .	4	6	0	10	
2.6	Make adjustments per input from County staff, update data/assumptions as appropriate, and/or for desired sensitivity analyses. Prepare workbook of assumptions and preliminary results and screen captures of requested scenarios.	2	8	0	10	
Task 3	Develop Multi-Year Financial Management Plan					
3.1	Perform a detailed review and analysis of historical assessment and billing data to develop projections of customers. Review financial data, financial policies, any incremental costs, and other data provided by the County.	2	4	0	6	
3.2	Evaluate budget versus actual performance (O&M and capital) to determine proper funding levels to include in revenue requirements as well as trends in annual expenses to inform future cost escalation factors/assumptions.	2	4	0	6	
3.3	Input current financial and billing data into our modeling system, run the model, and produce preliminary output, including a 20-year financial management program to include the following: <ul style="list-style-type: none"> o Capital Improvements Program <ul style="list-style-type: none"> - Project listing by year - Evaluation of existing and alternative capital improvement programs and funding requirements as identified in the County's Master Plan. o Financial Policy Review, including reserve levels (operating and capital) and funding of financial assurance. o Borrowing Program <ul style="list-style-type: none"> - Identify any borrowing required and/or appropriate to fund certain CIP projects, to include but not necessarily be limited to, revenue bonds and state programs. - Timing of bond issue(s)/loan(s) to provide required funds, and annual debt service schedules for any new debt o Revenue Sufficiency Analysis <ul style="list-style-type: none"> - Annual revenue and operations & maintenance expense projections - Evaluation of existing and alternative operating cost paradigms in conjunction with the County's Master Plan, including the incorporation of annual land purchases. - Projections of other requirements such as R&R, minor capital, transfers, debt payments, reserves contributions, etc. - Evaluation of adequacy of revenue provided by existing rates to meet current and projected system requirements - Alternative plans of annual percentage rate adjustments to provide sufficient revenues over a multi-year period. o Funds Analysis <ul style="list-style-type: none"> - Spend down limits (minimum reserve requirements) by fund - Beginning and ending fund balances by fund by year. 	6	24	0	30	
3.4	Quality control review and adjust model as necessary	6	6	0	12	
3.5	Prepare for and meet with County staff in an interactive work session to review preliminary results [on-site meeting in conjunction with Task 2.5] .	0	2	0	2	
3.6	Make adjustments per input from County staff, update data/assumptions as appropriate, and/or for desired sensitivity analysis. Prepare workbook of assumptions and preliminary results and screen captures of requested scenarios.	2	8	0	10	
3.7	Prepare for and meet with County staff in an interactive work session to review revised results [virtual meeting] .	3	3	0	6	
3.8	Prepare final updates and distribute results to County staff.	3	3	0	6	
3.9	Develop additional scenarios as requested by County staff, management, and/or Commission, and the independent technical reviews thereof.	35	70	0	105	
Task 4	Review Results with County Management and Commission					
4.1	Meet with County staff and management to review the results of the analysis [virtual meeting] .	1	1	0	2	
4.2	Make adjustments as required based upon input from County Management.	1	2	0	3	
4.3	Meet with County Commissioners 1-on-1 [5 on-site meetings across 3 trips] .	8	8	0	16	
4.4	Make adjustments as required based upon input from County Commissioner 1-on-1s.	3	3	0	6	
4.5	Meet a second time with County Commissioners 1-on-1 [5 on-site meetings across 2 trips] .	8	8	0	16	

APPENDIX A

Marion County, Florida

Solid Waste Financial Sustainability Analysis - FY 2025 Update
Project Work Plan and Cost Estimate

Project Tasks		Estimated Labor-Hours			Total Project
		Project Principal	Project Consultant	Clerical	
Hourly Rates →		\$220	\$150	\$45	
4.6	Make adjustments as required based upon input from County Commissioner 1-on-1s, including development of additional scenarios and/or analyses requested by County staff, management, and/or Commission, and the independent technical reviews thereof.	3	3	0	6
	o Through Jan 29, 2025: Additional County Commissioner 1-on-1s, and subsequent scenario development and analysis.	15	40	0	55
4.7	Prepare a PowerPoint presentation for County Commission Workshops.	6	6	0	12
4.8	Attend two (2) County Commission Workshops to present the results of the analysis [2 on-site meetings across 2 trips].	8	8	0	16
4.9	Make adjustments as required based upon input from County Commission Workshops.	3	3	0	6
4.10	Attend one (1) public meeting [on-site meeting].	4	4	0	8
	o Jan 30, 2025 - Feb. 4, 2025: Subsequent scenario development and analysis as requested by County.	10	0	0	10
4.11	Meet with County Clerk to present results of the analysis [1 on-site meeting].	2	6	0	8
4.12	Prepare for and participate in the following additional meetings as requested by County: [8 on-site meetings across 8 trips]				
	o February 4, 2025: Board meeting	6	0	0	6
	o March 5, 2025: Board meeting for proposed modified ordinance adoption.	8	0	0	8
	o May 2025: 1-on-1 meeting with County Administrator re: Proposed FY 2026 Budget.	12	12	0	24
	o June 17, 2025: Board meeting for tax roll resolution adoption.	6	0	0	6
	o TBD 2025: Attend 1 public workshop.	8	8	0	16
	o July 2025: One-day budget workshop with the County Commission.	12	12	0	24
	o Sept 4, 2025: Attend public hearing for consideration of Tentative FY 2026 Budget adoption.	6	0	0	6
	o Sept 22, 2025: Attend public hearing for consideration of Final FY 2026 Budget adoption.	6	0	0	6
Task 5	Reports				
5.1	Prepare a Draft Report of the results of the Update.	3	16	0	19
5.2	Review Draft Report with County Staff and incorporate any revisions into a Final Report.	2	4	0	6
5.3	Prepare Final Report of the results of the Study.	1	0	0	1
Total Estimated Labor Hours		227	317	2	546
Total Labor Fee		\$49,940	\$47,550	\$90	\$97,580
Total Expenses					\$4,135
Total Fixed Fee Project Cost					\$101,715
Task 6	Allowances for Additional County Commissioner 1-on-1s				
6.1	Through Mar 5, 2025: Prepare for and meet with County Commissioners 1-on-1, and subsequent scenario development and analysis. [1 on-site meetings across 1 trip]	10	20	0	30
6.2	Through Mar 5, 2025: Prepare for and meet with County Commissioners 1-on-1, and subsequent scenario development and analysis. [1 on-site meetings across 1 trip]	10	20	0	30
6.3	Through Mar 5, 2025: Prepare for and meet with County Commissioners 1-on-1, and subsequent scenario development and analysis. [Additional meetings to be charged at hourly rates and actual out-of-pocket expenses incurred]				
Task 6: Total Estimated Labor Hours		20	40	-	60
Total Labor Fee		\$4,400	\$6,000	\$0	\$10,400
Total Expenses					\$600
Task 6: Total Fixed Fee Project Cost					\$11,000
Total Estimated Labor Hours, Including Task 6		247	357	2	606
Total Labor Fee		\$54,340	\$53,550	\$90	\$107,980
Total Expenses					\$4,735
Total Fixed Fee Project Cost, Including Task 6					\$112,715