



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 08/04/2026 Department Utilities Change Order # 1

☐ Additional Days Only

Is Board Action Required? Yes

Bid/Contract/Quote Number & Project Title:
20Q-074-TO-37

Contractor/Vendor (Name & Address):

Hazen and Sawyer, PC
4000 Hollywood Blvd
Hollywood, FL 33021

PO Number: 2501304

Contract Amount: \$97,250.00

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

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

GL Account Number (ORG/OBJECT):

ZF448536 - 563102

Project Account Number (If applicable):

UTC000152

Requesting Amount of Contingency:

JUSTIFICATION & DESCRIPTION OF CHANGE

This is a change in scope for the Engineer of Record to provide design and permitting services for the next phase of water main installation along SR326 from the west side of CR25A continuing west to tie into the existing water main on the south side of CR 326

This will be on a second line item charged to ZF448353 - 563102; UT000152

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount:	\$21,450.00
Current Ordered Amount (Not the balance):	\$21,450.00
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)	\$75,800.00
Contract time will be Increased/decreased by _____ DAYS	\$97,250.00
Prior Substantial Completion Date	
Prior Final Completion Date	
Revised Substantial Completion Date	
Revised Final Completion Date	

Approval:

Director/Designee

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



Hazen and Sawyer
2420 South Lakemont Avenue, Suite 325
Orlando, FL 32814 • 407-367-2626

August 3, 2026

Joshua Kramer
Deputy Director
Marion County Utilities Department
11800 SE U.S. Highway 441
Bellevue, FL 34420-4558

Re: S.R. 326 WM Package C

Dear Mr. Kramer:

Enclosed please find our amendment proposal for engineering services for engineering design, permitting, and construction services for the western portion of the 16-inch watermain along SR 326. Please feel free to call me at 817-271-7489 if you have any questions.

Thank you for the opportunity to work with the County on this project,

A handwritten signature in blue ink, which appears to read "Frederick R. Holmes". The signature is fluid and cursive.

Frederick Holmes, PE
Associate Vice President

Marion County Utilities Department S.R. 326 Water Main Improvements

Introduction

Marion County Utilities Department (COUNTY) is seeking to finalize connection of a 16-inch water main along SR 326. Previous water main construction ended west of the intersection with CR 25A. Previous designs for this final distance along SR 326 (approximately 2,000 feet in length) required construction in close proximity to critical buried fiber infrastructure. Marion County has an opportunity to acquire easements from properties along the south side of the SR 326 Right-of-Way for the 2,000 LF of water main that would make construction easier and facilitate future operations and maintenance. The following scope and fee are proposed for Hazen to support this revised design, permitting, and construction services. The work to be completed under this scope (package C) and fee will be an amendment to the previously approved contract for the S.R. 326 Water Main Improvements-Pkg B.

1. Scope of Services

TASK 1 – Survey Services

HAZEN will retain a survey subconsultant to provide survey services. The survey subconsultant will prepare six easement sketch and descriptions for the proposed water main. Survey subconsultant will provide a topographic survey to include an additional 15' south of the easement area and a length of 2,000 feet and merge the new survey with the previous survey provided.

HAZEN will retain the services of subsurface utility subconsultant to provide subsurface utility engineering for up to four (4) locations.

Deliverables:

- *Sketch and legal descriptions for six (6) easements.*
- *Topographic survey and SUE*

TASK 2 – Geotechnical Engineering

HAZEN will retain a geotechnical subconsultant to provide geotechnical services. The geotechnical subconsultant will perform two (2) standard penetration tests (SPTs) to depths of thirty (30) feet below existing grade. The SPTs will be located at the ends of the proposed jack and bore crossing to support design of the trenchless crossing of the CSX railroad.

Deliverables:

- *Geotechnical report for SPT borings.*

TASK 3 – Engineering Design

HAZEN will provide engineering design services to redesign approximately 2,000 LF of 16-inch water main (plan view only). The design document(s) will include a jack and bore for the utility crossing at the CSX Railroad (plan and profile). The drawings will also show a plan view (no profile) for a future force main location within the easement.

- HAZEN will provide to the COUNTY 90% level design document(s) including contract drawings, utility coordination, and a technical specification for the jack and bore. HAZEN will attend a 90 percent level review meeting with the COUNTY to receive comments on the 90 percent level design.
- HAZEN will provide the COUNTY 100% design level document(s) to be incorporated into the existing plan set for construction. The 100% design level document(s) provided to the COUNTY will incorporate the 90% review comments.
- HAZEN will provide quality assurance and quality control (QA/QC) review of the 90 percent and the 100 percent design drawings prior to submittal.

Deliverables:

- *90% Design level document(s)*
- *100% Design level document(s)*

TASK 4 – Permitting

HAZEN will provide engineering services to assist with the submittal for the following permit applications in support of this project:

- Florida Department of Transportation (FDOT) Utility Permit – HAZEN will provide updated plans and utility coordination letters, to the COUNTY for their submittal to the FDOT.
- Florida Department of Environmental Protection (FDEP) Application for a Specific Permit to Construct PWS Components – HAZEN will prepare and submit an application for the project. County will assist with providing County specific information.
- CSX Permit – HAZEN will submit a Utility Permit to CSX for the crossing of the CSX railroad using the jack and bore method for construction.

It is assumed that all fees for permit applications will be provided by the COUNTY. It is anticipated that HAZEN will respond to up to 1 Request for Additional Information from each agency.

Deliverables:

- *Application for an FDOT Utility Permit (submitted online)*
- *FDEP Form 62-555.900(1)*
- *Utility Permit for CSX*

TASK 5 – Bidding Services

HAZEN will support the COUNTY during bidding services by responding to bidders' questions as provided by the COUNTY. HAZEN will provide the recommended responses to the COUNTY, and it is assumed that the COUNTY will issue the addenda. HAZEN will prepare Conformed Documents incorporating any revisions made during the bidding process. HAZEN will provide three full size (22 x 34) sets of signed and sealed contract drawings along with electronic (PDF and CAD) files for use by the COUNTY and Contractor during construction.

Deliverables:

- *Responses to Contractor questions during bidding.*
- *Conformed Documents – full size signed and sealed and electronic (PDF and CAD)*

TASK 6 – Construction Phase Services

HAZEN will provide limited construction phase services for the project. HAZEN will review COUNTY provided daily reports on construction progress and quality. HAZEN will attend the pre-construction meeting in person and up to two (2) virtual progress meetings with an anticipated duration of one (1) hour each. HAZEN will provide up to sixteen (16) hours to review submittals and respond to questions on the project from the COUNTY. HAZEN will provide four (4) hours for one (1) site visit during construction. It is assumed that the Contractor will as-built the project and an electronic copy of these as-builts will be provided to HAZEN. HAZEN will provide up to eight (8) hours to prepare record drawings as needed for certification. Based on these documents, HAZEN will certify the project to the permitting agency.

Deliverables:

- *Submittal reviews and RFI responses.*
- *As-builts based on Contractor redlines.*
- *Certification of Contract Completion to the FDEP.*
- *Certificate of Completion for CSX.*

2. Deliverables

Task Number	Description
Task 1	Sketch and Legal Descriptions Topographic Survey and SUE
Task 2	Geotechnical Engineering Report
Task 3	90% and 100% Design documents
Task 4	FDEP, FDOT, and CSX permit packages
Task 5	Addenda During Bidding and Conformed Documents
Task 6	Record Drawings, Certification to the FDEP

3. Compensation

HAZEN will be compensated for the scope of services outlined above on a Time and Materials/Billing Rate basis for a fee not to exceed **\$75,800**.

Task Number	Task Name	Fee
1	Survey Services	\$1,500
2	Geotechnical Engineering	\$700
3	Engineering Design	\$21,400
4	Permitting	\$7,200
5	Bid Services	\$3,200
6	Construction Phase Services	\$7,200
	Survey Subconsultant Fee	\$25,000
	SUE Subconsultant Fee	\$6,500
	Geotechnical Subconsultant Fee	\$2,535
	ODCs actual receipts	\$500
Lump Sum Total		\$75,800

4. Schedule

Task Number	Task Name	Duration
1	Survey Services	4 weeks from NTP
2	Geotechnical Engineering	6 weeks from NTP
3	Engineering Design	10 weeks from NTP
4	Permitting	2 weeks from County approvals
5	Construction Phase Services	As Needed

5. Assumptions

Certain assumptions were made in the development of the scope of services described above. To the extent possible, they are stated within the Scope of Services. In addition to those assumptions stated within the Scope of Services described above, this Scope of Service is based upon the following:

- No opinion of probable construction cost is needed.
- The method of construction being considered for the utility installation is open cut, except for the jack and bore under the CSX railroad.
- Drawings will provide plan view only, except for the jack and bore which will provide a profile view.
- County standard details will be referenced in the general notes and incorporated into the bid using the County's standard package rather than copied into the contract drawings.
- The project will be bid once to a single contractor.
- No stormwater permitting will be required.
- No environmental studies or surveys for endangered species are required.
- Construction services do not include claim reviews, schedule reviews, pay application reviews, or regular site inspection but these could be added if desired.

Hazen and Sawyer
Marion County S.R. 326 Water Main Improvements Package C
Time and Materials Fee Breakdown

Task	Principal Engineer	Project Manager	Professional Engineer	Engineer II	CADD Designer	Total Hours	Total @ Billing Rate
	\$ 200.00	\$ 165.00	\$ 140.00	\$ 115.00	\$ 85.00		
	Hours	Hours	Hours	Hours	Hours		
1 Survey Services	3	0	0	3	6	12	\$ 1,500
Sketch and Legal Descriptions	1	0	0	1	2		
Topographical Survey	1	0	0	1	2		
SUE	1	0	0	1	2		
2 Geotechnical Engineering	1	2	0	1	0	4	\$ 700
Geotechnical Report	1	2	0	1	0		
3 Engineering Design	12	24	24	48	72	180	\$ 21,400
90% Level Design	6	18	16	36	48		
100% Level Design	6	6	8	12	24		
4 Permitting	10	0	12	26	6	54	\$ 7,200
Application for an FDOT Utility Permit	2	0	0	4	2		
FDEP Form 62-555.900(7)	4	0	0	6	2		
CSX Utility Permit	4	0	12	16	2		
5 Bid Services	4	0	2	12	8	26	\$ 3,200
Assist with Addenda	2	0	2	4	4		
Conformed Documents	2	0	0	8	4		
6 Construction Phase Services	16	2	6	18	8	50	\$ 7,200
Submittal Reviews and RFIs	2	2	4	8	0		
Meetings	8	0	0	4	0		
Site Visits	4	0	0	0	0		
As-Builts and Clearance	2	0	2	6	8		
Total Hours	38	26	42	92	86	284	
Total Labor Amount							\$ 41,200
Survey Subconsultant							\$ 25,000
SUE Subconsultant							\$ 6,500
Geotechnical Subconsultant							\$ 2,535
ODCs							\$ 500
Overall Lump Sum Total							\$ 75,800