



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 07/01/2024 Department Facilities Management Change Order # 3

Additional Days Only Is Board Action Required? Yes

Bid/Contract/Quote Number & Project Title:
23Q-013

Vendor (Name & Address):

Borrelli & Partners Inc
720 Vassar Street
Orlando, FL 32804

Project Code: ASC000001

PO Number: 2301189

Contract Amount: _____

GL Account Number (ORG/OBJECT):

VJ731562-562102

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

Request to increase the scope to include additional MEP alternative and expedited designs and construction documents for bidding purposes to ensure the project budget and time line are met.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE

Original PO Amount: \$139,138.00

The Current PO Amount (includes all previous change orders): \$1,610,332.70

The PO will be increased/decreased by this change order in the amount of: Increase
(Do not put contingency amount) Decrease \$145,852.56

The new PO amount including this change order will be: \$1,756,185.26
(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:

Department Head _____ Date 7/3/24

Project Mgr. _____ Date _____

Administration (If Applicable) _____ Date _____

Procurement: _____ Date _____

BCC Approval (when applicable):

Chairman, BCC _____ Date _____

Attest: Clerk of Court _____ Date _____

County Administrator _____ Date _____



June 25th, 2024

Mr. Jared Goodspeed, Director Facilities Management
Marion County Board of County Commissioners
2602 SE 8th Street
Ocala, FL 34471

Re: **Revised Additional Services Proposal for Architectural and Engineering Services for Phase 2 of the Marion County Animal Services Facility, Marion County, FL**

Dear Mr. Goodspeed:

Borrelli + Partners, Inc. (B+P) hereby respectfully provides this additional services scope and fee proposal for the above referenced project for your review and consideration.

The request for additional services stems from the following elements noted below:

- Increase in project scope and complexity impacting of the following:
 - Multiple revisions of previously approved program documents.
 - Multiple revisions of building concepts responding to the program revisions above and beyond what was included in our Agreement.
 - Additional meetings above and beyond what was included in our Agreement.
 - Expedited construction document production requirements to assist Marion County and CM achieve a December 2025 completion date.
 - Development of an early site/civil/landscape architectural permit and bidding package required to meet expedited schedule.

It is our understanding that the newly approved project budget for Phase 1 is \$22,000,000.00 for a 46,018 sq.ft. facility, including the animal services building, four (4) kennels and one (1) future pad-ready kennel.

PROPOSAL QUALIFICATIONS / ASSUMPTIONS:

- B+P has based our additional services proposal on the approved Conceptual Design approved by Marion County.
- Significant changes to the accepted site master plan and Concept Design phase are not anticipated nor included.
- Our proposal anticipates the revised final project's program (animal services building size is approximately 27,202 sq.ft. and kennels to be 4,704 sq.ft.) is completed and approved and will be used as the basis for phase 1 of the project. Major modifications to the program may result in additional services.
- Our proposal does not include any scope of work related to off-site improvements. **Our services and fees do not include the design, permitting or any other services related to the design of a new roadway to the property. Our fee only includes the design of a driveway connection to the site.**
- Value Engineering (VE) beyond Construction Documents (60%) phase shall be considered additional services. It is acknowledged that B+P is required to deliver documents for the overall project within the stipulated budget or will make modifications to the documents to bring the project within budget. Both parties understand and agree that CM will develop cost estimates at each phase of delivery required by B+P.
- It is anticipated that the CM will deliver cost estimates at each required phase **no later than two (2) weeks after delivery of design documents.**

SCHEDULE:

A revised schedule will be prepared and presented to Marion Co., adjusting for the time taken by Marion Co. to reach a consensus on the site plan and building designs to achieve an approved Concept Design.

NOT INCLUDED IN SCOPE OF SERVICES:

- A. Building/Systems Commissioning
- B. Public Presentations / Presentations to County/City Commissions
- C. Models or Renderings (other than noted herein)
- D. Permit Submission Review Fees (other than noted herein)
- E. Threshold Inspection
- F. LEED or Green Globes Services
- G. Cost Estimating (assume CM will produce)
- H. Graphic Design (except for code required signage)
- I. Changes to the Scope of Services

FEE PROPOSAL:

We hereby request for the above noted additional scope of services a total fee of **One Hundred Forty-Five Thousand Eight Hundred Fifty-Two Dollars and Fifty-Six Cents (\$145,852.56)**.

Please see **Exhibit A – 2023 B+P Hourly Rates** to be utilized for all authorized Additional Services.

If you have any questions or if I can provide any additional clarification regarding our services, please feel free to contact me at your convenience. Please notify us if this proposal meets with your approval. Once approved we hope to move beyond the Conceptual Design phase. We look forward to collaborating with you on the next phase of this exciting project.

Sincerely,



Jorge A. Borrelli, ASLA, LEED AP BD+C, CPTED
President
Borrelli + Partners, Inc.
Architects Planners

Cc: Dan Trbovich, R.A., NCARB, LEED AP BD+C, Sr. Associate – B+P
Chandra Murray, Chief Financial Officer, Sr. Associate – B+P

EXHIBIT A

2023 Billing Rate Schedule

<u>Architectural Principals:</u>	<u>Billable Rate:</u>
Architect/Landscape Architect/Interior Designer – Principal	\$200.00
<u>Architectural Staff:</u>	<u>Billable Rate:</u>
Sr. Project Manager	\$192.00
Project Manager	\$177.00
Project Architect	\$151.00
Architectural/Interior Designer	\$115.00
<u>Landscape Architectural Staff</u>	<u>Billable Rate:</u>
Project Manager Landscape Architect	\$177.00
Project Landscape Architect	\$151.00
Landscape/Irrigation Designer	\$115.00
<u>Support Staff:</u>	<u>Billable Rate:</u>
Clerical/Secretarial/Administration	\$ 94.00
Architectural Spec. Writer	\$135.00
<u>A/E Field Representative</u>	<u>Billable Rate:</u>
Field Representative	\$150.00

FOR REVIEW