



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 01/15/2025

Department Facilities Management

Change Order # 3

☐ Additional Days Only

Is Board Action Required? No

Bid/Contract/Quote Number & Project Title:

23Q-076 Design/MCSO Interior Remodel

Vendor (Name & Address):

The Lunz Group Inc.
58 Lake Morton Drive
Lakeland, FL 33801

Project Code: SOC000011

PO Number: 2301249

Contract Amount: \$309,200.00

GL Account Number (ORG/OBJECT):

VJ736521-562102

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

Contingency Amount (if requesting use):

\$15,720.00

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

DESCRIPTION OF CHANGE

ASR #2 is for plan changes to the Overall Floor Plans in Phase 1 and Phase 2 drawings as requested by MCSO after completion of ASR #1. ASR #2 totals \$30,720.00, \$15,200.00 will be utilized from contingency, the remaining \$15,000.00 is from an unused allowance (survey/geotech) on Lunz's original proposal.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE

Original PO Amount: _____

\$309,200.00

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

\$340,120.00

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)

\$340,120.00

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

Asst. Co. Administrator: (If Applicable)

Date

Project Mgr.

Date

Procurement:

Date

BCC Approval (when applicable):

Chairman, BCC

Date

Attest: Clerk of Court

Date

County Administrator

Date

January 7, 2025
Revised January 10, 2025
Revised January 16, 2025

James Huber
Marion County Board of County Commissioners
2602 SE 8th Street
Ocala, Florida 34471

**Re: Marion County Sheriff's Operation Office, Phase 1 & 2 Renovation
Additional Services Request No. 2**

Dear Jim,

Please consider this request for Additional Services in the amount of **\$30,720** for the Marion County Sheriff's Operations Office Renovation. These added services include a schedule change and additional design fees, including Architectural, Mechanical, Electrical, Plumbing, and Fire Protection Engineering.

Design work on the Construction Documents was put on hold with the receipt of plan changes received on Wednesday, December 18, 2024. Work will remain on hold until the resolution of this Additional Services Request.

Scope of Additional Services

The scope of Additional Services is for plan changes to the Overall Floor Plans in Phase 1 and Phase 2 Construction Document packages. Changes are noted in the attached Exhibit A and include but are not limited to the following:

Phase 1 : Architectural Revisions

- Wall and door revisions to HR offices 209 and 210
- Change of workstation size/shape and reorganization of all workstations in HR 203
- Removal of enclosed rooms 204 and 205, replaced with High Density Storage system
- Addition of wall/door separation at HR 197
- Removal/addition of walls and doors in Purchasing Offices 180, 182, and 183.
- Addition of wall/door separations throughout 158 and 161

Phase 1 : MEP-FP Revisions

- Relocating/Adding Doors: Adjust HVAC supply and return air locations; modify electrical circuits for new switch and outlet placements.
- HR Room Changes (204, 205, 209): Rebalance HVAC for new room configurations; relocate electrical and data outlets.
- HR Open Office 203 Reconfiguration: Add/reconfigure lighting and power outlets for new workstation layouts; update fire alarm devices if needed.
- Purchasing Reconfiguration (180, 182, 183): Reconfigure lighting and power outlets; potentially relocate sprinklers to accommodate layout changes.
- Wall Shift (159/160): Adjust HVAC ductwork and grilles; move or add outlets and data drops; modify fire sprinkler layout to maintain coverage.

Phase 2 : Architectural Revisions

- Addition of millwork base cabinets in Records 105
- Removal of wall between Star 110 and Meeting Room 111
- Redesign of Sheriff's restroom 127A
- Demo existing wall and add new wall for Sheriff's Office 127
- Relocate/add doors in rooms 137, 138, 139, 150, 151, and 152.
- Rename Reception 153 to Meeting Room and shift wall to make room 15'-0" wide.
- Rename Meeting Room 149 to Director's Office
- Shift movable partition wall to reduce the Patrol Briefing Room 148 to a minimum width of 15'-0" so that Break Room 147A can be more square.
- Add hallway door to Break Room 147A.
- Add half wall at south portion of Break Room 147 to create Commercial Café area. Add millwork along south side of half wall for meal service line.
- Add commercial kitchen equipment to the south exterior wall. Sheriff's Office to provide cut sheets on all equipment. Expected equipment for Break Room 147A to include fridge, freezer, soft serve freezer, frozen beverage dispenser. Expected equipment for the Commercial Café to include double wall oven, induction cooktop, and microwave.

Phase 2 : MEP-FP Revisions

- Relocating/Adding Doors: Update fire alarm and HVAC zoning; adjust electrical power for door hardware.
- Add Millwork in Room 105: Add power and data outlets for integrated equipment; consider undercabinet lighting if specified.
- Meeting Room 111 to Room 110: Reconfigure HVAC to accommodate larger space; move or add lighting, power, and data outlets; adjust fire alarm devices.
- Sheriff's Office and Restroom Modifications (127, 127A): Update plumbing for new fixtures; modify exhaust and supply air; relocate or add outlets and lighting.
- Wall Shift (153/154): Adjust HVAC and fire sprinkler coverage; relocate electrical and data outlets.
- Movable Partition Adjustment (147, 147A): Realign lighting and HVAC to new partition location; ensure fire alarm devices are accessible and compliant.
- Commercial Kitchen Addition (147):
 - o Design for new exhaust hood and ventilation system for kitchen equipment.
 - o Add dedicated power circuits and outlets for kitchen appliances.
 - o Extend plumbing for sinks, water heaters, and grease traps.
 - o Reconfigure fire suppression systems to meet code for commercial kitchens.
 - o Provide additional power outlets on the half wall for serving/warming trays.

The scope of Additional Services includes a revised schedule as follows and does not include time for Facilities Management and Sheriff's Office review periods after each submittal. The design team will not proceed to the next deliverable until written approval and final feedback is received from the County and Sheriff's Office.

- 2 weeks : Revised Architectural Set for Final Sign Off
- 3 weeks : Issue for Owner Approval (80%)
- 5 weeks : Issue for Permit

Compensation

Compensation for these additional services is further outlined below:

DESCRIPTION	FIXED FEE
Architectural	\$9,920.00
MEP-FP	\$20,800.00
Total Compensation	\$30,720.00

MCSO Operations Office Renovation - ASR #2
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The previous allowance of \$15,000 for Survey & Geotechnical services was deemed no longer required. The line item is to be allocated towards this ASR #2 in combination with the remaining 10% owner contingency.

Original Contract Amount, including Allowances	\$309,200.00
ASR #1 - IT Dept Revisions	\$15,200.00
ASR #2 - Additional Revisions	\$30,720.00
Removal of Survey/Geotech Allowance	(\$15,000.00)
Revised Contract Total	\$340,120.00

The terms of this proposal are in accordance with the current agreement which is in place for this project. The terms of this agreement shall remain.

We are excited to continue to further develop this project and look forward to our continued collaborative association with you.

Thank you,

Submitted by:



Approved by:

Signature

Signature

Craig Fennig, AIA, NCARB, LEED AP BD+C

Printed Name

Printed Name

Managing Director

Title

Title

January 16, 2025

Date

Date

Attachment: Exhibit A - Sheriff's Office Revisions from 12/18 Meeting

Cc: Brit Kirby, The Lunz Group