



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.
 Please send completed and digitally signed form to **Procurement@marionfl.org**

Date: 1/22/2026 Department: Office of County Engineer Change Order #: 1

Additional Days Only Is Board Action Required? No

Bid/Contract/Quote Number & Project Title:
Emerald Rd Ext Post-Design Services

Contractor/Vendor (Name & Address):
 DAVIS DINKINS ENGINEERING PA
 125 NE 1ST AVE
 SUITE 2
 OCALA, FL 34470

PO Number: 2600824

GL Account Number (ORG/OBJECT):
GA771541 - 563511

Contract Amount: \$ 204,891.19

Project Account Number (If applicable):
TIP073865 -TIP ROADS -EXPANS CNS-771

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

Is the change order amount from Contingency? Yes No

Requesting Amount of Contingency:

JUSTIFICATION & DESCRIPTION OF CHANGE

Consultant will perform additional environmental and consulting services required based on the discovery of more than ten (10) Gopher Tortoise Burrows, more than one (1) Burrowing Owl Cluster, together with the permitting, and relocation assistance necessary for mitigation. Allowance for three (3) days of equipment time has been included at the daily rate (no partial days).

BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE

Original Ordered Amount: _____

Current Ordered Amount (Not the balance): _____ \$204,891.19

The PO will be increased/decreased by this change order in the amount of: _____
 (Do not put contingency amount) Increase Decrease \$ 30,972.30

The new PO amount including this change order will be: _____
 (PO amount will not change if it comes from contingency)(auto calculated) \$235,863.49

Contract time will be Increased/decreased by _____ DAYS

Prior Substantial Completion Date: _____ Revised Substantial Completion Date: NA

Prior Final Completion Date: _____ Revised Final Completion Date: NA

Approval:
Doug Jay B. Hinton 1/22/26
 Director/Designee Date

BCC Approval (when applicable):

 Chairman, BCC Date

Project Mgr. _____ Date

Attest: Clerk of Court _____ Date

Administration (NEW amount is between \$25k - \$50k) _____ Date

County Administrator _____ Date

Procurement: _____ Date



January 14, 2026

Mr. Douglas Hinton, P.E., PSM
Assistant County Engineer for Road Design
Office of the County Engineer
412 SE 25th Ave.
Ocala, FL 34471

(via email: Douglas.Hinton@marionfl.org)

**RE: EMERALD ROAD EXTENSION – SCOPE ADDITION #4
ADDITIONAL SERVICES FOR
GOPHER TORTOISE & BURROWING OWL RELOCATION**

Dear Mr. Hinton,

Thank you for the opportunity to provide professional engineering and support services in connection with the above-referenced project. We have attached the requested Additional Scope of Services and Fee Structure (Exhibit B). We have included our sub-consultant's scope of work as requested.

The monthly progress invoices will be prepared on a lump sum basis for the percentage of the work completed.

This scope addition does not include any other service not specifically stated within the attached Scope and Time Allocation.

This scope additional and time allocation represents the entire understanding between us with respect to this project and may only be modified appropriately in writing.

We are looking forward to working together.

Sincerely,

Davis L. Dinkins

Enclosures (as noted)

EXHIBIT A
January 14, 2026

ADDITIONAL SERVICES TO:
AMENDMENT NO. 4 TO AGREEMENT BETWEEN COUNTY (MARION COUNTY) AND
ENGINEER DAVIS DINKINS ENGINEERING, P.A.)
DATED JANUARY 15, 2019 — PROJECT #18Q-197

EMERALD ROAD EXTENSION (SE 92 LOOP TO FL NORTHERN RR) — POST DESIGN ENGINEER
OF RECORD (EOR) SERVICES

PROJECT UNDERSTANDING

The COUNTY has requested Additional Services to be included in the previously executed Amendment to the Agreement with Davis Dinkins Engineering, P.A. (the ENGINEER) for the Emerald Road Extension Project.

INTRODUCTION

Under a separate Agreement, the ENGINEER provided design and permitting services for the Project. The COUNTY has requested the ENGINEER to provide Engineer of Record (EOR) services during the construction of the Project. Under this Agreement the ENGINEER will provide post design EOR services to the COUNTY as noted herein.

“POST DESIGN” EOR SCOPE OF SERVICES (ROADWAY)

Under this task, the ENGINEER will generally perform the following services to support the COUNTY's staff. The COUNTY will have direct day-to-day control and responsibility for the management of the construction activities.

- 4) Coordination, construction plan incorporation, and document maintenance of sub-consultant for completion of Gopher Tortoise & Burrowing Owl Survey (scope included) – survey and permitting only, any required relocations are NOT included and will be by COUNTY.

ADDITIONAL SERVICES REQUESTED INCLUDE: Additional environmental and consulting services required based on the discovery of more than ten (10) Gopher Tortoise Burrows, more than one (1) Burrowing Owl Cluster, together with the permitting, and relocation assistance necessary for mitigation as outlined in the attached scope of services.

Please note an allowance for three (3) days of equipment time has been included at the daily rate (no partial days). Additional days will be additional work. The COUNTY may elect to utilize they own or an alternate equipment provider at their choosing, or by extending their agreement with the Contractor.

The COUNTY will be responsible for payment of the Recipient Site Mitigation Fees directly.

SCHEDULE

ENGINEER has assumed an active relocation schedule of three (3) months for permitting and relocation. However, the relocation will be done based on guidelines of jurisdictional/regulatory agencies. Allowable periods of relocation are established by those agencies and which may be longer.

FEE

The ENGINEER will provide the ADDITIONAL services described in the Scope of Services for a lump sum amount of **\$30,972.30** as detailed on attached EXHIBIT B. These fees are in ADDITION to the already authorized scope of services and do not replace any of the fees allocated on originally approved scope.

EXHIBIT B

ADDITIONAL FEES FOR ADDED ENVIRONMENTAL SERVICES

EMERALD ROAD EXTENSION		EMERALD
GT & BO Services		GT & BO
	Original Fees	Additional Fees
Task ID 4 - Description		
A) GT & BO Survey	INC.	
B) GT Permitting	INC.	
C) Site Inspection with FWC	INC.	
C.1) Gopher Tortoise Relocation Coordination		\$750.00
C.2) RELOCATION BY BACKHOE (Equipment and Operator provided by Contractor)		\$2,000.00
C.3) GOPHER TORTOISE RELOCATION BY BUCKET		\$8,200.00
C.4) Allowance for equipment time and operator **		\$9,000.00
C.5) AFTER ACTION REPORT		\$450.00
Third Party Fees		
D) FWC Mitigation Contribution Fee*	INC.	\$422.30
D.1) RECIPIENT SITE FEE *		N.I.C.
Burrowing Owl Services		
E) Updated BO Survey	INC.	
F) BO Permitting	INC.	
G) FWC BO Mitigation	INC.	\$1,900.00
G.1) Burrow Scoping and Hand Excavation		\$3,500.00
H) Project Coordination & Meetings	INC.	\$1,000.00
I) Additional Engineer Coordination and Review		\$3,750.00
TOTAL ADDITIONAL FEES-		\$30,972.30

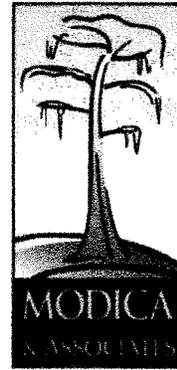
* Indicates Recipient Site Fees will be paid directly by Marion County (Estimated at \$36,000)

** Equipment time will be a daily rate of \$3000 per day, and allowance includes three (3) days only.

Via Email: davis@dinkinsengineering.com

January 6, 2026

Davis Dinkins, P.E.
Davis Dinkins Engineering, P.A.
2201 SE 30th Avenue #302-1
Ocala, FL 34471



ENVIRONMENTAL
PLANNING
DESIGN &
PERMITTING

**RE: Emerald Road Extension – Marion County RFQ 18Q-197
Proposal for Gopher Tortoise & Burrowing Owl Relocation**

Dear Davis,

Modica & Associates conducted surveys for the gopher tortoise and burrowing owl within Marion County's Emerald Road Extension project site on December 30 and 31, 2025. During the survey twelve (12) "potentially occupied gopher tortoise burrows were documented and two (2) burrowing owl burrows were documented within the roadway alignment.

The attached Scope of Services outlines tasks required for the relocation effort for both species, and additional third party fees (i.e. recipient site fees, mitigation fees, etc.). It is understood that the site contractor has a track hoe and operator available for the relocation effort. The attached Scope of Services reflects this.

Modica & Associates appreciates the opportunity to work with you on this project. Please contact me directly if you have any questions about the proposal, or if you require any modifications to the scope of services.

Sincerely,

Elaine Imbruglia
President

**PROPOSAL FOR GOPHER TORTOISE & BURROWING OWL RELOCATION
EMERALD ROAD EXTENSION (from SE 92nd Loop to Florida Northern RR)
MARION COUNTY, FLORIDA**

January 6, 2026

SCOPE OF SERVICES

The Scope of Services includes conducting gopher tortoise and burrowing owl relocation along the Emerald Road Extension project corridor. Modica & Associates (“M&A”) conducted formal surveys for the gopher tortoise and burrowing owl within the project corridor on December 30 and 31, 2025 and documented twelve (12) “potentially occupied gopher tortoise burrows and two (2) burrowing owl burrows.

The budgets provided below are based on these survey results, and the assumption that the site contractor will supply the track hoe and operator for the relocation efforts.

Task 1: Gopher Tortoise Relocation

After permit issuance, relocation of gopher tortoises can commence. It appears that there may be two (2) gopher tortoise burrows that have conflicts with utilities, property boundaries or other structures, and will require relocation by bucket trap. The costs outlined below include relocation of 10 burrows by excavation and 2 burrows by bucket trap.

Task 1a: Gopher Tortoise Relocation Coordination

1. Relocation cannot commence until proof of local government approval for site development or land clearing is provided to FWC; notice must also be provided to FWC indicating the start of relocation. M&A will submit the 24-hour Notice to FWC, coordinate with the project team to obtain local government approval, and coordinate with the project team to ensure silt fencing is properly installed.

This task also includes calling Sunshine811 to locate utilities on and around the Property, and/or coordination with the site contractor to ensure utilities have been located prior to relocation activities.

Cost: \$750.00

Task 1b: Relocation by Backhoe

1. Using a backhoe, relocation efforts typically proceed at a rate of 6-10 burrows per day depending on site conditions and depth of burrows. Based on the presence of 10 burrows that can be excavated by backhoe, relocation may take up to 2 days to complete. This task will be billed on the actual number of days required to complete the relocation by backhoe.

Backhoe and Operator (provided by site contractor):\$ 0.00/day
Gopher Tortoise Authorized Agent (Biologist): \$ 1,000.00/day
Cost per day \$ 1,000.00/day

Cost Range: \$1,000.00 to \$2,000.00

Task 1c: Gopher Tortoise Relocation by Bucket Trap

1. It is estimated that up to 2 gopher tortoise burrows on-site are unable to be excavated by backhoe. Once set, bucket traps must remain in place for 28 consecutive days, or until the tortoise is captured, whichever comes first. The bucket trap must be checked once daily for 28 days. No construction can commence in the area until all tortoises have been relocated from the site.

If the superintendent or construction project manager is on-site daily and wishes to check the bucket trap and coordinate with M&A, that can be arranged.

A. Set Bucket Traps:		\$ 500.00
B. Daily Trap Check*:	\$250.00/day X 28 days =	\$7,000.00
C. Tortoise Pick-Up	\$350.00 X 2 =	\$ 700.00
Total Cost:		\$8,200.00

**The Daily Trap Check will only be billed if M&A checks the trap, or has to re-set the bucket if trap is being checked by Client.*

Relocation Notes:

The FWC Permit will include a condition that only allows the relocation of tortoises when the overnight temperature at the recipient site is above 50°F for three (3) consecutive nights. If the temperatures drop below this temperature, the relocation efforts must stop until the overnight temperature criteria is met. This starting/stopping of the relocation efforts may increase the time it will take to complete the relocation efforts. This temperature requirement normally impacts relocations during the months of December through March. This permit condition could add time to complete the relocation, which is beyond our control. If temperature variations require the starting/stopping of the relocation efforts, a Change Order may be required.

Task 1d: After Action Report

1. Following completion of the relocation effort, M&A will file an Interim After-Action Report and input the relocation data into the FWC's online permitting system, as required by permit conditions.

M&A will hold the permit open until it is known that the mass grading activities are completed. Once the Client tells M&A that the mass grading activities are complete, a Final After-Action Report will be submitted, which will close the permit.

Cost:	Interim After-Action Report	\$300.00
	<u>Final After-Action Report:</u>	<u>\$150.00</u>
		\$450.00

Task 1e: Third Party Fees

1. Mitigation Contribution Fee: Because there are twelve burrows present, the project will require a Conservation Permit. The Mitigation Contribution fee for a Conservation Permit is \$273.00 for the first 10 burrows and \$410.00 for each additional tortoise. The FWC assumes 50% occupancy of burrows, and therefore it is assumed that there may be up to 6 tortoises present.

The previous signed contract was based on the assumed presence of ten burrows and included the fee for a 10 or Fewer Burrows Permit. Accordingly, the fee outlined below is included only for the additional tortoise to be charged for the Conservation Permit.

Cost: \$410.00 + 3% Fee* = \$422.30

**This FWC charges a 3% convenience fee for online payments.*

2. Recipient Site Fee: The most affordable recipient site within range charges \$6,000.00/tortoise. This fee is due and payable with delivery of the tortoises to the recipient site. The County will be responsible for direct payment to the recipient site. This cost is estimated at \$36,000.00 (6 tortoises X \$6,000.00). The County will need to enter into a contract directly with the recipient site for these fees.

Task 2: Burrowing Owl Services

The survey conducted by M&A on December 30 and 31, 2025 documented two (2) potentially occupied owl burrows within the project corridor. These burrows are more than 150-feet apart and are therefore considered to be two clusters.

Task 2a: Third Party Fees

The previous signed contract was based on the assumed presence of one owl cluster and approved the permitting costs and mitigation cost for one owl cluster. Accordingly, the fee outlined below includes only the additional mitigation fee for the second owl cluster. The permitting cost does not change.

Cost (mitigation for second owl cluster): \$1,900.00

Task 2b: Burrow Scoping and Hand Excavation

1. Once the permit is issued and in accordance with permit conditions, M&A will use a burrow video scope to evaluate whether the burrows are inactive (no eggs

or flightless young). If the burrows contain eggs or flightless young, the burrows cannot be excavated until the young have fledged. Construction activities must stay a minimum of 33-feet from the burrow(s) until they are inactive, the young have fledged and the burrows can be excavated.

2. Prior to any excavation activities, Sunshine 811 will be contacted to determine the location of any underground utilities. If it is determined that utilities are found within the area that needs to be excavated, an Amendment to the Scope of Services may be needed to accommodate additional time and personnel needed to safely excavate the burrows.
3. Once it is determined that there are no eggs or flightless young, M&A will hand-excavate up to two (2) burrows and certify that they are empty. If more than two (2) burrows need to be hand-excavated, an Amendment to the Scope of Services may be needed.
4. M&A will inspect the onsite minimization methods to document that measures have been taken to minimize impacts to the offsite burrowing owls (signage, etc.).
5. M&A will submit the required documentation to the FWC, as required under the ITP, regarding the minimization activities and the completion of the excavation.

Cost: \$3,500.00*

Task 3: Project Coordination & Client Meetings

1. If requested by Client, M&A will participate in meetings and/or conference calls. This task will be billed hourly as approved by Client.

Cost: Hourly @ \$125.00 not to exceed \$1,000.00

**PROPOSAL FOR GOPHER TORTOISE & BURROWING OWL RELOCATION
EMERALD ROAD EXTENSION (from SE 92nd Loop to Florida Northern RR)
MARION COUNTY, FLORIDA**

January 6, 2026

BILLING

Any work not described in the Scope of Services will only be undertaken after being approved by the Client. Reimbursable expenses including overnight or courier delivery services, out of office reproductions, etc. will be billed to the Client at cost. Any work performed and billed on this project which remains unpaid after 60 days from initial billing shall be charged 1.5% interest per month. Any balance remaining unpaid after 90 days from the date of the initial billing shall be deemed in default with reasonable collection and attorney's fees due and payable.

AUTHORIZATION TO PROCEED

Accepted by:

Signature Date

Name (Please Print) Title

Billing contact:

Billing phone:

Billing fax:

Billing e-mail:
