

## 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: 2/27/2026 Department: Office of County Engineer Change Order #: 5

Additional Days Only

Is Board Action Required? Yes

Contractor/Vendor (Name & Address):

Bid/Contract/Quote Number & Project Title:

23Q-225 CR475A (SW 27th Avenue) Improvements

Kittelson & Associates, Inc.  
225 E Robinson St  
Suite 335  
Orlando, FL 32801

PO Number: 02401106

Contract Amount: \$ 1,481,953.00

GL Account Number (ORG/OBJECT):

BM761541 - 563221 + VJ738541-563220

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

Project Account Number (If applicable):

TIP000023 + STC073889

Is the change order amount from Contingency? Yes  No

Requesting Amount of Contingency:

\$ 0.00

### JUSTIFICATION & DESCRIPTION OF CHANGE

This Change Order authorizes preparation of a Preliminary Engineering Report (PER) for the intersection of CR 475A (SW 27th Avenue) and SW 66th St. The PER will evaluate alternative intersection improvements to improve operations and safety. Services include traffic and safety analysis, alternatives evaluation, concept plans, cost estimates, right-of-way impacts, public involvement, and preparation of the PER. This amendment increases the contract amount by \$148,466 and extends the contract duration to accommodate the four months needed to complete the PER.

*\*BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE\**

Original Ordered Amount: \_\_\_\_\_ \$1,481,953.00

Current Ordered Amount (Not the balance): \_\_\_\_\_ \$1,560,128.00

The PO will be increased/decreased by this change order in the amount of: \_\_\_\_\_  Increase  Decrease \$ 148,466.00  
(Do not put contingency amount)

The new PO amount including this change order will be: \_\_\_\_\_ \$1,708,594.00  
(PO amount will not change if it comes from contingency)(auto calculated)

Contract time will be Increased/decreased by \_\_\_\_\_ DAYS 434

Prior Substantial Completion Date: \_\_\_\_\_ Revised Substantial Completion Date: NA

Prior Final Completion Date: 6/20/2025 Revised Final Completion Date: 8/28/2026

**Approval:**

Douglas R. Hinton 2/27/26  
Director/Designee Date

[Signature] 2/27/26  
Project Mgr. Date

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

Procurement: \_\_\_\_\_ Date

**BCC Approval (when applicable):**

\_\_\_\_\_  
Chairman, BCC Date

\_\_\_\_\_  
Attest: Clerk of Court Date

\_\_\_\_\_  
County Administrator Date

Reset Form

Email Form



February 27, 2026

Project #: 29647

Jack Dingman  
Marion County – Office of the County Engineer  
412 SE 25th Ave  
Ocala, FL 34471

*RE: CR 475A – Task B PER Amendment*

Dear Jack:

This letter formally requests your authorization of up to an additional \$148,466.00 in fees for transportation engineering services associated with the CR 475A – Task B Final Design Project. As outlined in the attached Scope of Work, the additional fees cover engineering services for the development of a Preliminary Engineering Report (PER). We are submitting this as an amendment to our existing CR 475A – Task B roundabout design.

Please review the attached amendment to the professional services agreement. If the agreement is satisfactory, please return both signed copies. One executed original will be returned for your records. If you have any comments or questions, please do not hesitate to call.

Sincerely,  
**KITTELSON & ASSOCIATES, INC.**

Evan Reed  
Principal Engineer

## AUTHORIZATION FOR AMENDMENT TO PROFESSIONAL SERVICES

PROJECT #: 29647  
PROJECT NAME: CR 475A Final Design – Task B Roundabout  
PROJECT BUDGET: As of February 27, 2026

Project Phase	Task Authorization
Previous Authorized Budget (Task B)	\$592,639.00
Amendment 1 - PER	\$148,466.00
Total Authorized Budget	\$741,105.00

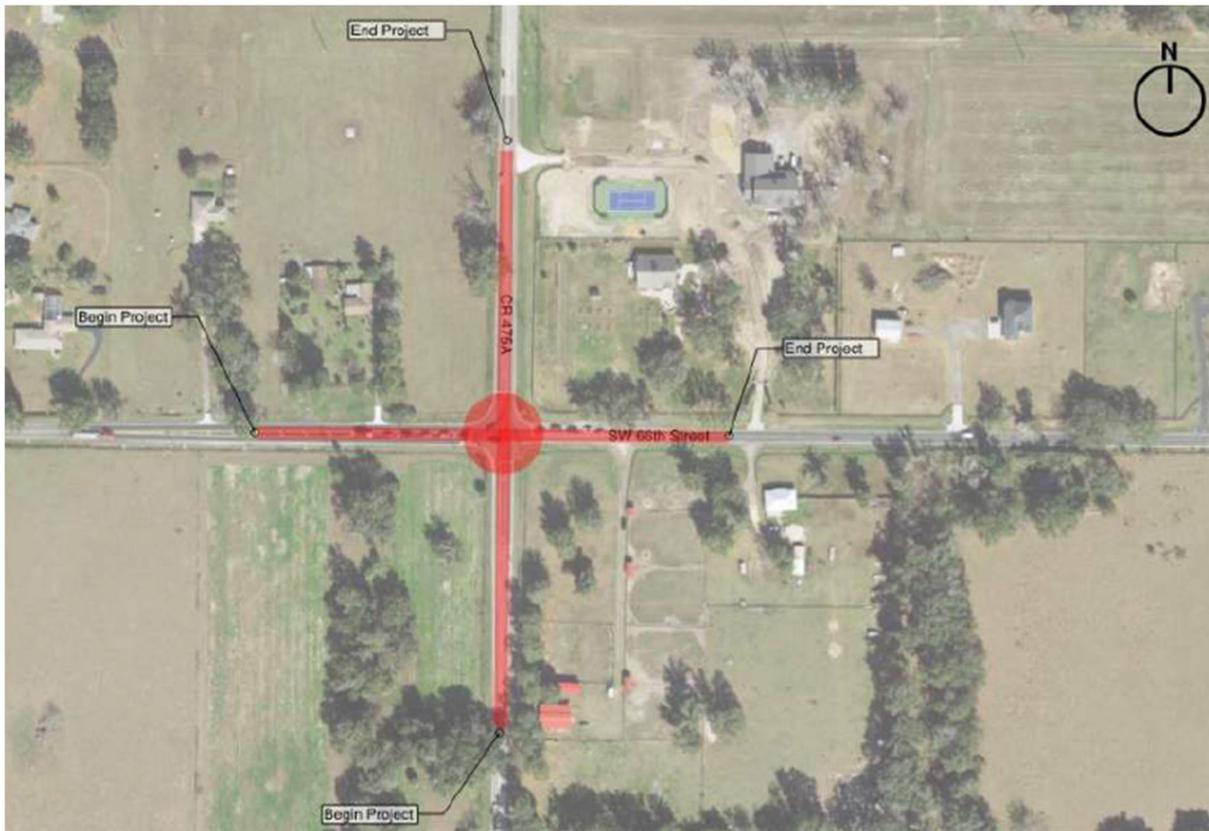
**AUTHORIZATION:**

This amendment to professional services agreement, authorizes Kittelson & Associates, Inc. to perform services in addition to the original contract services described in **Part “A”** (See attached **Amendments to Part “A”**) and authorizes an increase in the **Current Authorized Budget** (shown above) to an amount not to exceed the **Total Authorized Budget** shown above. This contract extension is subject to all of the provisions described in **Part “B”** of the original contract.

## AMENDMENTS TO EXHIBIT “A” SCOPE OF WORK

Marion County has requested a Preliminary Engineering Report (PER) to evaluate possible improvement alternatives at the intersection of CR 475A and SW 66<sup>th</sup> Street. This PER is limited in scope based on discussions with the County and only includes documentation of the tasks presented in this Scope of Work. The map below shows the study location.

LOCATION MAP



### PROJECT MANAGEMENT

- Progress meetings and utility coordination process will run concurrently and simultaneously.
- Progress reports to be submitted monthly with the current project.

### SERVICES NOT INCLUDED

The following design services are not anticipated and therefore, not included in this Agreement at this time:

- Utility work

- Legal Descriptions
- Species specific permitting and relocation
- USACE permitting
- Signal design

Should work be required in the above-mentioned areas, or areas not previously described, Kittelson will prepare a proposal or amendment, at the County's request, that contains the Scope of Services, fee, and schedule required to complete the additional work items.

#### COUNTY FURNISHED INFORMATION (if available)

- Existing Turning Movement Counts
- Project contacts for public outreach

#### SCHEDULE

PER (Tasks 1 through 3): Kittelson will begin performance of the following services on the date written authorization to proceed is received. The schedule is also subject to timely delivery of information promised by the County and is exclusive of County and local review of interim products and is anticipated to a 4-month duration from receipt of the Notice to Proceed. Kittelson will prepare a detailed project schedule after the Notice to Proceed.

#### MAJOR TASKS

This scope outlines the professional services to develop a PER for the intersection of CR 475A and SW 66<sup>th</sup> Street. The following services will be provided:

- Public Involvement
- Purpose and Need
- Traffic Analysis
- Safety
- Drainage
- Project Cost Estimates
- Alternatives Evaluation
- Concept Plan
- Engineering Analysis Documentation (PER)

Specifically, the following tasks will be performed.

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**TASK 1: PROJECT GENERAL AND COMMON TASKS**

The following administrative and management related tasks will be performed on this project.

**A. Schedule**

Kittelsohn will prepare a schedule that will include major tasks, key milestones and schedule of deliverables within one (1) week of receiving notice to proceed from the County.

**B. Progress Reports**

Kittelsohn will prepare monthly progress reports to accompany invoicing for the currently active Task B. These reports will note progress to date and status of key deliverables.

**C. Quality Control**

Kittelsohn design will undergo QA/QC design and computation checks before each major project deliverable as part of their formal quality assurance program. Documentation of design calculations and quantity computations and the independent checking of same will be performed under the appropriate task.

**D. Project Meetings**

Up to twelve (12) Progress Meetings will be held throughout the life of the amended task. Kittelsohn anticipates continuing the currently scheduled bi-weekly meetings throughout the duration of the amended task to discuss project efforts and to identify and resolve critical issues. Kittelsohn will prepare an agenda prior to each meeting and will follow up with meeting minutes indicating issues discussing and any action necessary to reach resolution.

**TASK 2: PUBLIC INVOLVEMENT**

The following public involvement tasks will be performed on this project.

**Task 2.1: Public Open House**

Kittelsohn will help the County prepare for one, in-person only, open house to present the project findings to the public. The following tasks are anticipated for the in-person Public Open House:

- Kittelsohn will develop an overview handout, boards, and displays for the public to view during the Open House.
- Kittelsohn will work with County staff to generate a mailing list for Open House notifications. This includes letters to elected and appointed officials and e-mail notifications based on local jurisdiction e-mail lists. Kittelsohn will be responsible for mailing the public notifications and creating emails to elected/appointed officials for the County to send.

- Kittelson will respond to comments received at the Open House in Excel format. It is anticipated these comment responses will be included as an appendix in the Open House Summary.
- Kittelson will prepare an Open House summary.
- The County will be responsible for publishing Open House information on their social media platforms.
- Kittelson will secure a site to host the Open House and pay for any associated reservation fees.

Up to four (4) total Kittelson staff will prepare for and attend the Public Open House. It is anticipated that the Open House will be held in-person and will be two (2) hours in length.

### ***Task 2.2: Workshop Presentation to Board of County Commissioners***

Kittelson will develop a presentation summarizing the Study. Up to two (2) Kittelson staff will prepare for and attend an in-person workshop presentation to the Board of County Commissioners (BCC). A meeting summary will be prepared and submitted to the County following the workshop.

## ***TASK 3: ENGINEERING ANALYSIS***

Kittelson will perform engineering activities essential to developing and evaluating project alternatives as specified in this section.

### ***Task 3.1: Purpose and Need***

Kittelson will prepare a purpose and need statement based on existing data, safety analysis, evaluation of existing conditions, evaluation of traffic projections, drainage considerations, and input received through the public involvement process.

### ***Task 3.2: Traffic Analysis***

#### **Task 3.2.1: Traffic Counts**

Marion County will provide Kittelson with existing turning movement counts at the intersection of CR 475A and SW 66<sup>th</sup> Street.

#### **Task 3.2.2: Future Demand Forecasting**

Kittelson will develop opening year (2028) and design year (2050) design hourly volumes for the intersection based on historical traffic growth and future land use potential.

#### **Task 3.2.3: Future No-Build Traffic Operational Analysis**

Kittelson will evaluate the conditions of the existing signal at the intersection of CR 475A and SW 66<sup>th</sup> Street for the opening year and design year. The operational analysis will follow methodologies outlined

in the Highway Capacity Manual, 7<sup>th</sup> Edition and will report performance measures such as intersection movement delay, Level of Service (LOS), volume-to-capacity ratios, and 95<sup>th</sup> percentile queues.

#### Task 3.2.4: Operational Evaluation of Build Alternatives

Kittelson will analyze the operational performance of build alternatives at the intersection of CR 475A and SW 66<sup>th</sup> Street for the opening year and design year. The operational analysis will follow methodologies outlined in the Highway Capacity Manual, 7<sup>th</sup> Edition and will report performance measures such as intersection movement delay, Level of Service (LOS), volume-to-capacity ratios, and 95<sup>th</sup> percentile queues. The following build alternatives will be evaluated:

- Signalized Intersection with up to two different turn lane configurations
- Single-Lane Roundabout
- Multi-Lane Roundabout

### **Task 3.3: Safety**

#### Task 3.3.1: Existing Conditions

Kittelson will obtain the most recent five years of available data from the FDOT Signal Four crash database for this project and prepare an existing conditions analysis. The crash data will include the number and type of crashes, crash locations, and number of fatalities and injuries.

#### Task 3.3.2: Future Conditions Analysis

A future conditions analysis will be performed to assess the potential safety benefits of the three (3) build alternatives discussed in Task 3.7.2. Kittelson will analyze the safety performance of the alternatives based on future traffic volumes, proposed geometrics, and traffic control conditions. This analysis will be done utilizing the FDOT Safety Performance for Intersection Control Evaluation (SPICE) tool, which implements Highway Safety Manual procedures to calculate expected crashes for each build alternative.

### **Task 3.4: Drainage**

Kittelson will utilize the drainage analysis prepared in the CR 475A – Task B roundabout design to determine drainage considerations for the build alternatives.

### **Task 3.5 Project Cost Estimates**

#### Task 3.5.1: Construction Cost Estimates

Kittelson will develop construction cost estimates for the three (3) build alternatives discussed in Task 3.7.2 using pay items and historical costs from the FDOT Basis of Estimates Manual.

#### Task 3.5.2: Right-of-Way Impacts

Kittelson will establish construction limits and determine the minimum right-of-way requirements for the three (3) build alternatives discussed in Task 3.7.2. Establishment of construction limits will consider the location of drainage features. Kittelson will compare the existing right-of-way with the proposed requirements to estimate the amount of right-of-way the County must acquire for build alternatives.

The County will estimate the cost for right-of-way acquisition. Kittelson will submit concept plans for the three (3) build alternatives discussed in Task 3.7.2 that include the parcel identification number, existing right-of-way lines, proposed right-of-way lines, and acreage of property required. Additionally, Kittelson will provide a spreadsheet with the following parcel information: owner, address, acreage of parent parcel, parcel number, and required amount of property for the project.

### ***Task 3.6: Alternatives Evaluation***

Kittelson will summarize the three (3) build alternatives discussed in Task 3.7.2 based on the evaluation previously discussed.

#### **Task 3.6.1: Comparative Alternatives Evaluation**

Kittelson will establish evaluation criteria for use in the comparative evaluation of the build alternatives. Kittelson will prepare an evaluation matrix which compares the operational performance, cost, right-of-way, safety, and drainage considerations for each alternative.

#### **Task 3.6.2: Selection of Preferred Alternative**

The County will select a preferred build alternative based on review and analysis of engineering issues related to this project and public input.

### ***Task 3.7: Concept Plans***

#### **Task 3.7.1: Base Map**

Kittelson will produce a base map of the project area containing an aerial photo and existing characteristics of the project such as right-of-way lines and any other pertinent information collected during the Task B survey.

#### **Task 3.7.2: Alternatives Concept Plans**

Kittelson will prepare and overlay build alternative concept plans on the base map. Up to two (2) build alternative concepts will be developed, including the following:

- Modified Signal Alternative
- Single-Lane Roundabout or Geometric Adjustments to Task B Multi-Lane Roundabout
  - Determination of which concept to prepare will be based on the results of the operational analysis discussed in Task 3.2.4.

The concept plans will show proposed curb lines, drainage features, right-of-way lines (existing and proposed), and pavement markings. Geometric adjustments to Task B multi-lane roundabout will evaluate possible alignment shifts to reduce impacts to adjacent parcels.

The current Task B multi-lane roundabout will also be analyzed from an operational, safety, and ROW/construction perspective as discussed in Tasks 3.2.4, 3.3.2, 3.5.1, and 3.5.2. It is anticipated this will be the third build alternative but no additional concept work will be performed.

**Task 3.8: Engineering Analysis Documentation (PER)**

Kittelson will prepare a PER summarizing the analysis and results of the project tasks noted in this scope. The County will review the PER and Kittelson will incorporate comments/edits before finalizing.

**ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

Name of Project:  
 County:  
 FPN:  
 FAP No.:

CR 475A - Task B Roundabout PER  
 Marion County

Consult. Name Kittelson & Associates, Inc.  
 Consult. No. 29647  
 Date: 2/26/2026  
 Estimator: KAI

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Principal Engineer	Senior Engineer	Project Engineer	Engineer	Engineering Intern	Technician	Admin/Clerical	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$285.00	\$293.00	\$253.00	\$223.00	\$193.00	\$173.00	\$158.00	\$106.00			
Project Description and Objectives	118	24	6	6	35	12	24	6	6	119	\$25,973	\$218.26
Public Involvement	211	21	11	11	42	11	74	21	21	212	\$41,826	\$197.29
Engineering Analyses and Considerations	398	40	20	20	80	40	159	20	20	399	\$80,667	\$202.17
<b>Total Staff Hours</b>	727	85	37	37	157	63	257	47	47	730		
<b>Total Staff Cost</b>		\$24,225.00	\$10,841.00	\$9,361.00	\$35,011.00	\$12,159.00	\$44,461.00	\$7,426.00	\$4,982.00		\$148,466.00	\$203.38