

WITNESS:

SIGNATURE

PRINTED NAME

WITNESS:

SIGNATURE

PRINTED NAME

MONARCH DESIGN GROUP, LLC

BY:

DATE

PRINTED:

ITS: (TITLE)

DRAFT



EXHIBIT B



Marion County **Proposal for Construction Documents** Fire Station 24

February 24, 2026

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SUMMARY

Proposal Details





February 24, 2026

Mike Bates
Nicole Raczkowski
Marion County
Facilities Management
2602 SE Eighth St.
Ocala, FL 34471

Re: **Construction Documents Proposal**
Project Name: Fire Station 24

Dear Mike & Nicole,

We enjoyed meeting with you, and through our series of discussions with you and your team, we have gained a clear understanding of the plans for **Fire Station 24 on parcel number 8001-0000106**. The meetings and conversations have provided valuable insight into your team's vision and priorities, and we sincerely appreciate the opportunity to continue working with you on this important project. As requested, we are pleased to submit this proposal for Construction Documents to prepare the necessary drawings for permit submittal. Our understanding of the scope and our responsibilities for this phase of the project are outlined below.

PROJECT SCOPE & UNDERSTANDING:

We propose continuing the design process based on the Fire Training Prototype we developed during our initial discussions. Our next steps are to initiate design conversations that will ultimately lead to the development of Construction Documents for permitting and the commencement of construction.

Under this agreement, we will be responsible for providing the following under the basic architectural service package:

- Architectural design phase services
- Mechanical Engineering Services
- Electrical Engineering Services
- Plumbing Engineering Services
- Structural Engineering services
- Signed and Sealed drawings as needed to submit for a building permit.
- Bidding and Construction Phase Services

In addition to these basic architectural services, we will also be providing:

- Civil Engineering
- Geotechnical Engineering
- Survey





- Photometrics
- Environmental

(Architecture Additional Requirements/ See Architecture Summary)

SERVICES & DELIVERABLES PROPOSED:

This phase will include a full range of design and technical services that will lay the groundwork for a comprehensive and effective architectural design. Below is a detailed breakdown of the services and corresponding deliverables for each discipline involved in the project:

1. Architecture

- Design Development: Refined architectural drawings and models that demonstrate the design concept, including floor plans, elevations, and sections. These will incorporate the site investigation findings and architectural program.
- Renderings and Visuals: High-quality renderings and 3D models showcasing the proposed design's aesthetics, materials, and spatial organization.
- Construction Documents: Detailed architectural drawings to be used for permitting and construction, including specifications for finishes, materials, and building systems.

2. Mechanical Engineering

- HVAC Design: Schematic designs for the heating, ventilation, and air conditioning systems that meet the building's program and energy performance goals.
- Mechanical Systems Layout: Detailed drawings for mechanical system placements, including air handling units, ductwork, and other related equipment.
- Energy Modeling and Performance Analysis: Calculations and reports on system performance to ensure efficiency and compliance with building codes and sustainability standards.

3. Electrical Engineering

- Electrical System Design: Electrical load calculations and design for power distribution, lighting, and backup power systems.
- Lighting Design: Energy-efficient lighting strategies, fixture specifications, and lighting control systems for the project.
- Power Distribution and Wiring Diagrams: Detailed electrical drawings for outlets, panels, and wiring to ensure code compliance and operational efficiency.

4. Plumbing Engineering

- Plumbing System Design: Plans for water supply, waste, and stormwater systems to ensure the building operates efficiently while meeting code requirements.
- Fixture Schedules: A schedule specifying the required fixtures and their locations, including plumbing connections.

5. Structural Engineering

- Structural System Design: Detailed drawings and calculations for the structural systems, including foundations, framing, and load-bearing elements, ensuring compliance with codes and site conditions.
- Foundation and Site Structure Plans: Engineering drawings for the foundations and structural elements that integrate with the site's topography and soil conditions.





- Wind Load Calculations: Structural analysis to ensure that the building can withstand wind forces and other environmental conditions.
- 6. Civil Engineering**
 - Site Development Plans: Detailed civil drawings addressing grading, drainage, utilities, and any necessary site improvements (e.g., sidewalks, parking, and landscaping).
 - Stormwater Management Plan: A plan that details how stormwater will be managed on-site, including retention/detention strategies, swales, and infiltration systems.
 - Utility Coordination: Coordination of water, sewer, and other utility services to ensure proper infrastructure connections.
- 7. Geotechnical**
 - Site Soil Testing: Conduct soil borings and testing to determine soil conditions, including compaction, moisture content, and bearing capacity.
 - Geotechnical Recommendations: Based on soil testing, recommendations will be made for foundation design, slope stability, and other site-specific concerns.
- 8. Photometrics**
 - Lighting Analysis: A detailed photometric analysis to assess lighting levels and distribution throughout the site, ensuring adequate illumination for safety, functionality, and aesthetics.
- 9. Environmental**
 - Evaluation of site and project conditions to identify potential environmental impacts and ensure compliance with civil engineering, regulatory, and sustainability requirements.
- 10. Consultant Coordination**
 - Management and integration of all design consultants to ensure consistency, compatibility, and compliance across disciplines, resulting in a coordinated and constructible set of documents that reflect the overall design intent

FEE as a part of the Opinion of Probable Cost:

Based on the report prepared on August 21, 2025, and submitted to the County, we recommend using a **13,550 sq. ft. building footprint** as the basis for design, reflecting the average size of the proposed prototype facility. The report identified **\$525.35 per square foot** as the base Opinion of Probable Cost. It is important to note that this figure can fluctuate from **-15% to +30%** depending on final design selections, with **\$700/sq. Ft.** not being uncommon in this region.

Because the original report was prototype-based and site-agnostic, it did not account for Site Work, Permitting, or FFE (Furniture, Fixtures & Equipment) costs.

13,550 sq. ft. \$525 per sq. ft = \$7,113,750

DMS Fee Curve – “B” More than Average Complexity = 7.5%

Civil Design and site design = Averaging 5%-10% Construction Cost.

Total Average construction cost = 12.5%





As stated in the DMS FEE curves, Base Services include Architectural, Mechanical, Electrical, Plumbing, and Structural design. Additional Required services include civil, site design, and other architectural-related items. These additional considerations are listed below.

The Opinion of Probable Cost is based on our best assumptions at this stage; however, many project details remain to be developed. If the final construction cost exceeds the assumed budget by more than 5%, we reserve the opportunity to reassess a fee adjustment reflecting the additional design effort required.

Since this project is proposed to become the basis for future prototype work, this project reflects a one-time use fee, and an additional prototype use discount can be negotiated under a separate agreement.

The Florida Building Code (FBC) is updated on a three-year cycle, with the next scheduled update on December 31, 2026. Any reuse of this prototype after that date will require additional services to ensure compliance with the then-current code.

This proposal specifically addresses the initial prototype design. Future modifications, such as site-specific adaptations, changes to building configuration or program, or exterior revisions required for aesthetic preferences or local zoning compliance, are outside the scope of this agreement and will be treated as additional services.

FEE FOR PROFESSIONAL SERVICES:

The fee for these professional services is a lump sum of **\$716,804.89 – 10.07% Construction Cost.**

Architectural and Engineering Fee Breakdown:

- | | | |
|--------------------------|--------------|------------------------------------|
| • Architectural Design | \$399,623.00 | See Architecture Section and Scope |
| • MEP/F Engineering | \$72,020.00 | See MEP Proposal and Scope |
| • Structural Engineering | \$37,100.00 | See Structural Proposal and Scope |

Additional Services outside standard architectural services provided in this contract:

- | | | |
|---|--------------|----------------------------------|
| • Civil Engineering | \$119,700.00 | See Civil Proposal and Scope |
| • Survey | \$12,800.00 | See Civil Proposal and Scope |
| • Geotechnical | \$10,900.00 | See GSE Proposal and Scope |
| • Photometrics | \$4,500.00 | See Civil Proposal and Scope |
| • Environmental Assessment | \$5,800.00 | See Civil Proposal and Scope |
| • Consultant Coordination | \$23,055.00 | |
| • Additional Architectural Requirements | \$31,306.89 | See Architecture Section & Scope |





ADDITIONAL FEES NOT INCLUDED IN TOTAL:

+ CONTINGENCY FEES:

Though not expected, in addition to these services, we will carry a 2.5% contingency fee to address any unforeseen studies/fees that may arise beyond the basic design services listed here.

Contingency @ 2.5% **\$17,920.12**

+ PERMITTING FEES:

All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request that Monarch Design Group advance any project fees on the Client's behalf, an invoice for such fees, with a 15% markup, will be issued immediately to and paid by the Client.

+ REIMBURSABLE EXPENSES:

Reimbursable expenses will be billed separately and must be pre-authorized in writing by the county. Project expenses are estimated to be **\$5,000**.

- Mailing Fees
- Presentation Boards
- Prints
- 3D Printing/Models for Presentation

+ TRAVEL EXPENSES

Travel expenses will be billed separately and are estimated to be **N/A**
Expected travel expenses are: **N/A**

BILLING SCHEDULE:

The Fee for Professional Services is due according to the following billing schedule:

- | | |
|-------------------------------|-----|
| • Kickoff Meeting/ Minutes | 5% |
| • Schematic Design | 25% |
| • Design Development | 30% |
| • Construction Documents | 30% |
| • Construction Administration | 10% |

We invoice monthly, with invoices sent on the 1st of each month based on the percentage of work completed in the current phase of the project at that time. Because we are billing at this frequency, we're able to continuously move the project forward. If a payment is not received within (30) days of the date due, we reserve the right to stop work on your project until the total balance due is received. Notification will be sent to you 5 days prior to us stopping work. Monarch will not be responsible for any work that we have not personally observed at the site during work stoppage. Termination of this agreement by the Client(s) or Monarch requires written notification. The amount owned to Monarch will be that of the amount due at the time of receipt of said written notification.





LATE PAYMENT AND ATTORNEY’S FEES:

All invoices not paid within thirty (30) days are subject to a late fee of 5% of the outstanding invoice. Also, we reserve the right to stop work on your project until the total balance due is received. Notification will be sent to you 5 days prior to our stopping work. All invoices unpaid thirty (30) days after the invoice date are subject to a monthly Finance charge of 18% (or the legal rate) on the then unpaid balance. Client shall pay all collection fees and costs, including, but not limited to, Monarch employee time and expense for collection, a reasonable attorney’s fee, whether or not suit be brought, and whether incurred in connection with collection, trial, appeal, bankruptcy proceedings.

HOURLY FEE SCHEDULE:

You’ve been provided with an hourly fee schedule for services by discipline, as well as an explanation of the reimbursement, per diem, travel expenses, and mileage. Monarch Design Group’s Hourly Fee Schedule is a part of this proposal.

EXCLUSIONS

The following services are not included in this phase or in the design process and are not included in the fee listed above, but may be added if desired.

1. Enhanced Landscape Architectural Design
2. Environmental Studies
3. Inspections
4. Construction Material Testing
5. Hazardous Material Assessment
6. Accelerated/Fast-Track Construction Document Services
7. Building Systems Commissioning

These services are provided under sub-consultant contracts:

1. Security Design/Fire Protection
2. AV/Telecommunications
3. Photometrics
4. Survey

CLIENT SIGNATURE:

This document summarizes our understanding of the scope and responsibilities for this phase of the project. If you have any questions or items you would like to discuss, please feel free to call. If you agree with our proposal, please sign and return this copy to our office.

SIGNATURE

DATE





MONARCH
DESIGN GROUP

We thank you again for this opportunity to work with you and want you to know that we are eager and able to start immediately.

Sincerely,

Barnett Chenault
Principal and Lead Architect
Monarch Design Group
FL License #AR101196

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ARCHITECTURE

Proposal Details





Proposed Architectural Services

PROJECT SCOPE & UNDERSTANDING:

We propose to provide architectural services for the next phase of the project, beginning with design discussions and culminating in the preparation of Construction Documents. These documents will form the basis for permitting and will be used to initiate construction.

- The project is located on parcel **8001-0000106 in Marion County**
- This project consists of the architectural and engineering design for a **new Fire Station 24 facility**

BASIC ARCHITECTURAL DESIGN SERVICES PROVIDED IN THIS PHASE:

1. **Kickoff Meeting** – During this phase of the project, we will reassess and update the goals of the project to account for any changes made between the Programming Study and this current phase. We will revisit and reaffirm the project's initial goals and objectives to ensure that they still align with the current needs and expectations, considering any changes that may have occurred. We will review and update the design requirements and programmatic needs to reflect any changes in client preferences, regulatory updates, or market conditions that may have emerged during the transition, and we will assess the existing design against the current program to ensure that it remains relevant and effective
2. **Schematic Design** – The first step will be to clarify and elaborate on the ideas and goals you have expressed, and any other thoughts and images you have assembled. We will gather the information pertaining to the applicable building codes, utilities, and site to determine the parameters for the project. We will also look at the siting of the building and see how the project's various elements should relate to the site. These drawings will consist of plans and elevations, 3-D models, and sketches to convey the architectural character of the design.
3. **Design Development** – Using the schematic phase drawings completed in the previous phase, we will complete the design to the point where the engineering of the building systems can begin. We will submit plans, sections, interior and exterior elevations, as well as finish door and window schedules for your review. At this time, we will also begin discussing finishes and fixtures under our Interior Design services if requested. We will review any proposed structural and MEP systems with you prior to engineering.
4. **100% Construction Documents** – This will be the final design phase in which the design drawings are completed and translated into construction documents. Architectural details will be added along with the finalized structural and MEP system designs. We will coordinate our designs with those of the civil engineers, landscape architects, and other design consultants. Before finalizing the drawings and calculations we will submit a completed set of drawings and





meet with you to verify compliance with design intent. Following that we will provide documents as needed for bidding and submitting a building permit for application.

5. **Permit Documents** - We will provide signed and sealed drawings and calculations as required for a building permit application.
6. **Construction Administration** - We will provide services as required to verify compliance with the Construction Documents, including documented observations of the work, payment application review, shop drawing and submittal review, and responses to requests for information. We will also make the required documentation of any approved changes in the work, and issue field directives as needed. We will provide a Substantial Completion Inspection with a punch list, followed by an inspection of the work at Final Completion. We will review the contractor's submittals at the close-out of construction. - Provided at an hourly rate.

SPECIALTY SERVICES PROPOSED:

Specialty Service -1- Voice / Data Communications

Telecom Scope of Work

General descriptions of systems and standards apply to all systems being installed in this project. All systems and equipment will be designed with consideration given to future growth and expansion. This consideration includes spare connections and cable for immediate use upon occupancy and space or capacity for equipment and hardware, which will likely be added in the short-term future (within 5 years).

Telecom and Security Design would include the planning and design of the following space and system types.

- Fire Station 24 Facilities:
 - Space Planning for equipment head end and main pathways dedicated to the building.
 - Coordination and documentation of pathways and rough-in for equipment and connectivity needed to serve the spaces. Active equipment and equipment design, documentation, and specification are not included in this scope.
 - Coordination and documentation of pathways, rough-in, and wired connectivity for equipment needed for the operation of the office space and conference rooms.

Component/systems definition

1. Cabled Infrastructure

The structured cabling system will be designed to support telephone, network, wireless, and security/communications interconnectivity. Cabling will be Category cabling designed within current industry standards and user needs. Horizontal cable will originate in the nearest IDF and terminate in faceplates/biscuits suitable to the use intended.

MDF/IDF will be new. Relay racks/cabinets will be detailed in these IDF location(s) to service the horizontal cabling necessary for the occupancy. Horizontal cabling will be placed in "solid bottom" cable tray(s) for all main runs, smaller runs of cable will be placed in Category rated J-hooks. General purpose faceplates will be plaster ring with cable fished through conduit stubs in the stud hollow stud space in stud walls. Fire-rated sleeves and seals will be provided at all fire and smoke-rated wall penetrations. Work Area outlets in fire walls





will be square metal boxes with plaster/tile ring and fire padding to maintain the wall rating. Outlets in Masonry and concrete walls will be boxed with a conduit stub above the ceiling level.

The project design will include the horizontal cabling, all Telecom room fit-out, all J-hook paths, sleeves through all demising walls, all faceplates, jacks, and patch cables in accordance with the Standards as noted above. A structured cabling system will be specified to be tested to meet or exceed ANSI/TIA performance standards.

2. Technology Grounding

The technology grounding system will be designed in accordance with industry standards. All new pathway and equipment will be grounded back to the Telecom Room grounding bar in accordance with latest edition of ANSI J-607.

3. Wireless Access Point Connections

Wireless access point connections will be provided as Category cable with service loop to a plenum rated biscuits. Device connections design will be based on area of coverage (using industry typical coverage) and occupant load. Wireless Access Point devices are assumed to be PoE Wireless access points selected and provided by the client.

4. CATV

Horizontal coaxial cable will be designed for RF television distribution as determined by client needs. As an alternative IP based television distribution can be included. RF dB loss calculations will be performed as part of the design.

Assumptions / Clarifications - Telecom

The following items are excluded from the scope of work and can be provided as optional services:

1. All work area computers
2. All equipment cords
3. All computer servers,
4. All network data switches except switches required for the function of the security and access system(s)
5. All telephone handsets

Specialty Service -2- Interior Design & FFE

Interior design works together with all phases of the process, including design workshops and deliverables.

- Schematic Design
 - Establish functional and aesthetic goals for materials and design
 - Provide space plans with furniture layouts for major spaces
- Design Development
 - Elevate all Casework and counters
 - Provide (3) interior material finish concepts for selection.
 - Security screening design
 - Public space design
 - Interior elevations
 - Interior details
 - Floor and Wall finish plans
 - Reflected Ceiling Plans, coordinated with MEP
- Construction Documents
 - Provide final materials board





- Design all interior details, finishes, and transitions
- Finalize all drawing coordination
- Final specifications of materials, finishes, and products
- Construction Administration
 - Coordinate and review drawings with contractors
 - Review interior bids, pricing, and substitutions
 - Review RFI's and Submittals related to interior design
 - Substantial Completion review and Final Inspection.

General

The furniture shall be aesthetically pleasing while also being durable and cost-effective throughout its life. As the buildings are built for the public they serve, furniture must be designed for longevity and easily maintained. Using durable materials and systems that last the life of the building is key to making long-term choices that have lower cost over time.

- Develop furniture, fixture, and equipment program (FF&E)
- Create FF&E budget for all buildings
- Provide furniture, fixture, and equipment space plans
- Select new FF&E from approved manufacturers
- Develop FF&E finishes and upholsteries
- Conduct FF&E meetings with furniture presentations
- Construction Documents – Complete FF&E plans, schedules in coordination with owner owner-approved vendor to produce specifications
- Bid Management – Review FF&E specifications and modify selections in coordination with owner owner-approved vendor in compliance with budgets, goals
- Coordination of FF&E with procurement administration with owner-approved vendors
- Construction Administration- Oversee construction, RFI submittals, and final inspection of FF&E

FF&E Phases

- Schematic Design
 - Meeting 1 - with the Procurement Department
 - Review FF&E Budget
 - Meeting 2 - Discuss Furniture Needs
 - Provide space plans with furniture layouts for major spaces
- Design Development
 - Determine Existing FF&E to be reused vs New
 - Develop furniture with interior design
 - Select new furniture and equipment from various manufacturers, including products, models, and finish selections.
 - Meeting 3 – Presentation for client review
- Construction Documents
 - Furniture Finishes and Upholsteries
 - Coordinate equipment for power, data, and space requirements (i.e., printers, copiers, multifunction devices, etc.).
 - Meeting 4 – Presentation of final FF&E design





- Completed FF&E Plans, schedules, and specifications for Bidding
- Bid Management
 - Review and respond to Bidder RFIs
 - Review FF&E Bids for compliance with design
 - Coordination with Procurement Administration.
- Construction Administration
 - Review RFI's and Submittals related to FF&E
 - Observe construction conditions for FF&E readiness
 - Site Observation of the installed FF&E
 - OAC participation
 - Substantial Completion review and Final Inspection.

Specialty Service 3- Graphic/ Wayfinding / Signage

Monarch Design Group will be responsible for experiential graphic design services for the project. This will include the monument sign, pedestrian signage, exterior building signage, building directory, department signage, LEED Signage, county seals, ADA signage, room signage, and facility wayfinding. DLR Group will develop up to three (3) design concepts for the signage. This scope includes up to three (2) rounds of revisions for the select option.

The deliverable will be a biddable document that includes detailed sign drawings, message schedules, and location plans. DLR Group will review fabricator shop drawings during the fabrication process and will provide a punch list during install.

- Additional Experiential Graphics \$3,500 per unique instance. (20 hours)
- Revisions that exceed three (2) rounds will potentially be a charge at our hourly rates.
- This scope does not include custom wall graphics or art design/curation, but can be added as an additional service upon request.

Specialty Service 4 - Renderings/ Marketing/ Presentation

Monarch will prepare renderings and presentation graphics to communicate the design intent. These materials may include 2D and 3D visualizations, presentation boards, or digital media suitable for client presentations and marketing purposes. Deliverables will be tailored to support project understanding, stakeholder engagement, and promotional use.

Specialty Service - 5- Record Drawings

Upon project completion, the Architect will compile and issue Record Drawings. These drawings will be based on contractor-provided markups and verified field information, documenting the final constructed conditions of the project. The Record Drawings will serve as an accurate reference of the completed work for future maintenance, renovations, or facility management.





Base Services – Fire Station 24

Architectural	\$399,623.00
TOTAL	\$399,523.00

Additional Architectural Requirements

Voice/ Data Communications	\$3,683.16
Interior Design / FFE	\$9,207.91
Graphic and Signage	\$3,683.16
Renderings /Marketing /Presentation	\$5,524.75
Record Drawings	\$9,207.91
TOTAL	\$31,306.89

HOURLY FEE SCHEDULE:

See attached.

EXCLUSIONS

The following services are not included in this phase or of the design process and are not included in the fee listed above.

1. Acoustical Engineering
2. LEED / Energy Certification
3. Programming / Feasibility Assessments
4. Measured Drawings

We look forward to getting started!

Sincerely,

Barnett Chenault
Principal and Lead Architect
Monarch Design Group
FL License #AR101196





HOURLY FEE SCHEDULE:

Rate

Team Member	\$ 120.00
Team Leader	\$ 180.00
Project Manager / Project Architect	\$ 180.00
Director	\$ 220.00
Principal	\$ 240.00

REIMBURSABLE EXPENSES

- Billed at **1.2 x actual cost.**

PER DIEM AND TRAVEL EXPENSES

- Not exceeding limits of FS, Section 112.061.
- Travel Time **\$50/hr.**

MILEAGE

- Billed at **Current IRS Standard Mileage Rate.**

CIVIL

Proposal Details



Revised January 16, 2026

Mr. Barnett Chenault, President/Managing Partner
Monarch Design Group, LLC
112 SW 6th Street, Gainesville, FL 32601
Gainesville, FL 32601
barnett@monarcharchitecture.com

Re: ***Professional Services Agreement for Marion Oaks Fire Station Site
Marion County, Florida***

Dear Mr. Chenault:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this Letter Agreement (the “Agreement”) to Monarch Design Group, LLC (“Client”) for providing professional engineering services for the Marion Oaks Fire Station Site (“the Project”) in Marion County, Florida.

Project Understanding

1. Marion County intends to construct a ±13,544 square-foot prototype fire station on parcel 8001-0000106, a ±4.1 acre site on Marion Oaks Lane. This Agreement assumes the Project is limited to development of a new fire station on the above mentioned parcel only and does not include any modifications or permitting associated with the existing Marion County Fire Station site adjacent immediately adjacent to the west.
2. The Client will serve as the Architect and the County facing Project Manager for the Project. Kimley-Horn, working as a subconsultant to the Client, will serve as the civil engineer for the Project.
3. The following services will be provided by other professionals under separate Agreements with the Client:
 - a. Geotechnical services including soil borings and testing for the stormwater pond, site pavement, and site preparation recommendations.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 – Conceptual Planning and Preliminary Design

Kimley-Horn will provide site related preliminary design services which include:

- A. Collection, processing, and review of site-specific information. Typical items involved in this task include previous plans, permits, development orders, zoning actions and requirements, public hearings, topographic surveys, environmental surveys, geotechnical investigations, traffic studies, utility maps, and other similar items available in the public domain. One site visit is included.

- B. Attendance at one design kickoff meeting with the Client and County.
- C. Development of a Conceptual Site Plan delivered as PDF file. The plan will rely on boundary and topographic information provided by the surveying subconsultant and will be based on building footprints to be provided by the Client. The Conceptual Site Plan will consist of a single, full-sized plan sheet (24"x36") and show the horizontal layout of the Project including conceptual buildings, site landscape buffers and building setbacks, driveways, conceptual stormwater pond location, and vehicle parking that conforms to the Marion County Land Development Code (LDC).
- D. Attendance at a meeting with the Client and Marion County to review the Conceptual Site Plan. Kimley-Horn will make one round of revisions on the Plan to address comments from the Client and County.
- E. Conduct a pre-application meeting with Marion County Development Review Committee (DRC) staff.
- F. Conduct and pre-application meeting with Marion County Utilities.

Task 2 - Surveying Services

Kimley-Horn will procure the following services through a local surveying subconsultant:

- A. Boundary and Topographic Survey of the Project
 - 1) State Plane Coordinates will be referenced to Florida West State Plane Coordinate System, NAD-83, 2011 adjustment.
 - 2) Horizontal and Vertical data will meet or exceed Standards of Practice as set forth by the Florida Board of Professional Surveyors and Mappers in Chapter 5J-17.050-052, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes
 - 3) Indicate whether the property is in flood zone(s). Indicate the FEMA flood zone map(s) reference and the specific flood hazard zone in which the property is located (Zone A, B, C, etc.). If property has multiple flood zone classifications, show and identify each flood zone and mark the contour lines of each flood zone on the survey.
 - 4) Locate and provide topography at all above ground improvements
 - 5) Locate existing conditions along contiguous roadways
 - 6) Locate Tree's 10" DBH and larger
 - 7) Vertical datum will be on NAVD 1988
 - 8) Contours will be shown on a 1' interval for minor, and 5' interval for major
 - 9) Contours will be collected on a 100' grid
 - 10) Topographic data to include 50' overlap on all surrounding parcels
 - 11) Locate all above ground utilities (gate valves, water meters, etc.)
 - 12) Establish horizontal and vertical control points for the site.

Task 3 – Environmental Assessment

Through a local subconsultant, Kimley-Horn will provide the following environmental services:

- A. Prepare a limited Environmental Assessment narrative of the Project limits in accordance with Marion County Land Development Code requirements. The environmental assessment will include a site visit by an environmental scientist to identify any potential species impacts or potential wetland area, documentation and analysis of various Vegetative Communities, Wildlife, likelihood of occurrence for wildlife listed as Endangered, Threatened or Species of Special Concern, Soils, and native wildlife habitats found on site.
- B. Provide a summary letter of findings to the Client. Any services pertaining to permitting of species removal or mitigation are not included in this scope of services and would be an Additional Service.
- C. The subconsultant will conduct Pre-Consultation coordination with North Florida USFWS Staff to determine if additional survey is necessary for Florida Scrub Jay for this site. The USFWS has identified Florida Scrub Jay (*Aphelocoma coerulescens*) as a species postnatally affected by habitat alteration in this area. Florida Scrub Jays are listed as a Threatened Species by the USFWS.

Task 4 – Civil Site Design and Permitting

- A. Kimley-Horn will prepare civil engineering site plans for the Project improvements. The plans will assume a single phase of construction activities. Building architecture plans, including all infrastructure connections (water, sewer, fire, electric, gas, roof drains, entrance locations, etc.) will be made available to Kimley-Horn in electronic AutoCAD format at the time of our design work. Kimley-Horn will provide utility and stormwater connections to within five feet of the exterior of the building(s). Design of common areas (if any) will be provided by the Client. It is expected that the following sheets will be designed as part of this Project:
 - 1) Title Sheet
 - 2) General Civil Notes
 - 3) Existing Conditions and Aerial Site Plan
 - 4) Horizontal Control Plan
 - 5) Paving, Grading, and Drainage Plan
 - 6) Utility Plan
 - 7) Offsite Utility Plans (as described below)
 - 8) Erosion and Sediment Control Plan
 - 9) Construction and Utility Details
 - 10) Landscape and Irrigation Plans (code minimum only)
- B. The site is anticipated to generate less than 50 peak hour trips, therefore a traffic statement is required per Marion County Traffic Impact Analysis Guidelines. Kimley-Horn will calculate the anticipated daily, AM peak hour, and PM peak hour trip generation of the site based on the Institute of Transportation Engineer's (ITE) Trip Generation, 11th Edition. The trip generation will be

summarized in a traffic statement to be utilized for the site plan submittal. Additional traffic impact analysis beyond this scope is not included in this Agreement and would be considered an Additional service.

- C. Kimley-Horn will prepare a drainage plan and report consisting of drainage compliance calculations for design of a drainage retention areas (DRA) to serve the Project area only. The drainage plan and calculations will be prepared suitable for submission to Marion County and SWFWMD to demonstrate how the relevant permitting requirements will be met.
- D. Kimley-Horn will request information from the dry utility providers (electric, communications, gas, etc.) within the Project service area and show their facilities on the Site Development Plans for coordination purposes.
- E. Kimley-Horn will prepare a potable water design and calculation book consisting of flow estimation, fire flow calculations, and hydraulic analysis. The potable water calculations will be prepared to meet the code requirements of Marion County and the Florida Department of Environmental Protection (FDEP). Kimley-Horn will coordinate with Marion County Utilities to conduct a fire flow test at the Project location. Kimley-Horn assumes the existing infrastructure can supply the required fire flow. Kimley-Horn will prepare plans to show a water main extension in existing County right of way to connect to the 8" water main in Marion Oaks Lane approximately 150 feet north of the site. Offsite utility extensions beyond this location are not included in this Agreement and would be considered an Additional Service.
- F. Kimley-Horn will prepare a sanitary sewer design and calculation book consisting of flow estimation, lift station sizing calculations, and hydraulic analysis for the Project. The sanitary sewer calculations will be prepared to meet the code requirements of Marion County and FDEP. This task assumes that an onsite lift station and offsite sewer force main extension will be needed to connect to either the existing 8" sanitary force main (approximately 100 feet north of the site in Marion Oaks Lane) or to the nearest sanitary sewer manhole (approximately 770 feet east of the site in Marion Oaks Lane). Kimley-Horn will prepare plans for a sanitary force main extension in existing County right of way to the point of connection to be coordinated with Marion County Utilities. Offsite utility extensions beyond this location are not included in this Agreement and would be considered an Additional Service.
- G. Kimley-Horn will prepare and submit to the Client phased review packages for each set of design plans (three phases in total). Design plans will be submitted at the following stages:
 - 1) Schematic Design: 60% Site Development Plans
 - 2) Design Development: 90% Site Development Plans
 - 3) Construction Documents: 100% Site Development Plans
- H. The 90% Site Development Plans will be used for permitting.
- I. Kimley-Horn will prepare an application to the Marion County Development Review Committee (DRC) for Site Plan approval. Materials needed for application that are outside of Kimley-Horn's scope of services will be provided by the Client. Kimley-Horn will attend DRC meetings and will provide responses to normal and typical engineering review comments from County staff regarding the Site Plan application.

- J. Kimley-Horn will prepare and submit one Environmental Resource Permit Application to the Southwest Florida Water Management District (SWFWMD) for the improvements shown on the Site Plans and respond to normal and typical comments from SWFWMD staff pertaining to the application.
- K. Kimley-Horn will prepare and submit an application to the Florida Department of Environmental Protection (FDEP) in support of a general permit for potable water main extension and will respond to normal and typical comments from FDEP staff pertaining to the application.
- L. Kimley-Horn will prepare and submit an application to the FDEP in support of a domestic wastewater collection system construction permit for the lift station and offsite force main extension and will respond to normal and typical comments from FDEP staff pertaining to the application.
- M. Kimley-Horn will prepare one set of final construction plans and permits for delivery to the Client.
- N. Following the submittal and review of the 100% Site Development Plans, the County Facilities Department will provide a written approval for Kimley-Horn's record indicating that all comments are addressed, and the plans are approved as submitted.

Task 5 – Landscape and Irrigation Design

Kimley-Horn will procure the following services through a local landscape architect subconsultant:

- A. Prepare one set of landscape and irrigation plans that meet the minimum requirements of the Marion County Land Development Code. The plans will illustrate requirements for tree mitigation, on-site landscape planting requirements, and associated irrigation. This task includes addressing normal and typical requests for additional information from Marion County staff review.
- B. One post-construction site visit will be made to verify the installation meets the intent of the plans and Land Development Code. A final certification letter will be submitted to Marion County for landscape and irrigation if there are no deviations from the approved plans. If as-builts plans are required due to deviations, additional services will be required.

Task 6 – Site Lighting/Photometric Design

Kimley-Horn will procure the following services through a local electrical engineering subconsultant:

- A. Develop a photometric lighting plan for the proposed site lighting in accordance with Marion County Land Development Code requirements. The plan will be limited to fixture design, pole locations, and photometrics within the pavement area. The photometric and luminaire details will be depicted on a single plan sheet. One intermediate design progress set will be prepared for Client review and comment and one set at a level suitable for construction.
- B. After the construction level set is prepared, if comments from Client require changes to the site configuration that impact pole placement or changes to agreed-upon criteria that result in a reanalysis, the new lighting design will be considered an additional service. Circuit design and any other electrical design will be considered additional services, if required.

Task 7 – Limited Construction Phase Services

Under this Task, Kimley-Horn will provide limited support services during the bidding and construction phase of the Project. Bid advertisement, coordination, preparation of bid forms (other than all deliverables

produced per the scope of work), etc. are not included in this scope of work. Our services will be limited to only those items specifically stated below. Testing services, surveyed as-builts, etc. are not included in this scope of work, and will be provided by others.

- A. *Pre-Construction Conference.* Kimley-Horn will attend a Pre-Construction Conference prior to commencement of construction activity.
- B. *Clarifications and Interpretations.* Kimley-Horn will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents. Any orders authorizing variations from the Contract Documents will be made by Client.
- C. *Shop Drawings and Samples.* Kimley-Horn will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs.
- D. *Visits to Site and Observation of Construction.* Kimley-Horn will make up to 6 limited site visits to observe the progress of the work and project milestones. Such observations will not be exhaustive or extend to every aspect of Contractor's work. Observations will be limited to spot checking, selective measurement, and similar methods of general observation. Based on information obtained during site visits, Kimley-Horn will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Kimley-Horn will keep County informed of the general progress of the work.

Kimley-Horn will not supervise, direct, or have control over Contractor's work, nor shall Kimley Horn have authority to stop the Work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws. Kimley-Horn does not guarantee the performance of any Contractor and has no responsibility for Contractor's failure to perform its work in accordance with the Contract Documents.

- E. *Applications for Payment.* Reviews of payment applications are not included in this Agreement and will be handled by the Client.
- F. *Substantial Completion.* Kimley-Horn will, after notice from Contractor that it considers the Work ready for its intended use, in company with Client and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list.
- G. *Final Notice of Acceptability of the Work.* Kimley-Horn will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list. Kimley-Horn shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of Kimley-Horn's knowledge, information, and belief based on the extent of its services and based upon information provided to Kimley-Horn.
- H. *Agency Permit Closeouts.* Following completion of all work, and receipt of signed and sealed as-built surveys and testing reports, Kimley-Horn will prepare agency permit certifications to the following agencies and submit them for processing:

- 1) Marion County
- 2) SWFWMD
- 3) FDEP Domestic Wastewater
- 4) FDEP Potable Water

Task 8 – Permitting Fee Expense Allowance

- A. At the request of Marion County, Kimley-Horn has included an amount to be utilized as a governmental permit fee expense reimbursement. Up to the amount noted, Kimley-Horn will provide application fees to the permit agencies noted in the above Scope of Services. Kimley-Horn will not provide application fees for any process not included in our Scope of Services.

At this time, we expect the following permit application fees to be needed for this Project:

- 1) Marion County Development Review Site Plan Application and Waivers
 - 2) Marion County 911 Management Address Assignment and Plan Review
 - 3) FDEP Domestic Wastewater Permit Application
 - 4) FDEP General Permit for Construction of Water Main Extensions
 - 5) SWFWMD ERP Application
 - 6) Newspaper Publication Fees associated with SWFWMD Permitting
- B. Preparation and submittal of the National Pollutant Discharge Elimination Systems (NPDES) permit and fee are not included in this task and are the Contractor's responsibility.
- C. Impact Fees and Water/Sewer Connection fees and deposits are not included in this scope. The County will determine the fees after submittal of plans for review, based on final building size and uses in accordance with County regulations.

Information Provided by Client

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the Project, including but not limited to the following:

1. Building architectural plans, in electronic and hard copy format, prior to the preparation of 60% site civil plans.
2. Building mechanical plans showing all utility connection locations and sizes, as well as any roof drain downspout sizes and connections.
3. Maximum truck size information for site design purposes
4. Any Client-desired special facility civil details desired for the project.

Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement, though they can be provided upon request of the Client and execution of a contract amendment:

1. Structural engineering, signage design, etc.
2. Bidding assistance, bid specifications, etc.
3. Permitting services for listed species impacts.
4. Landscape architecture services beyond the “code minimum” requirements.
5. Traffic signal design.
6. Construction phase support beyond the scope described in Task 7.
7. Any professional design service not specifically described in the above scope of services is not included in this Agreement.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates.

Schedule

Kimley-Horn will provide our services as expeditiously as practicable with the goal of meeting a mutually agreeable schedule.

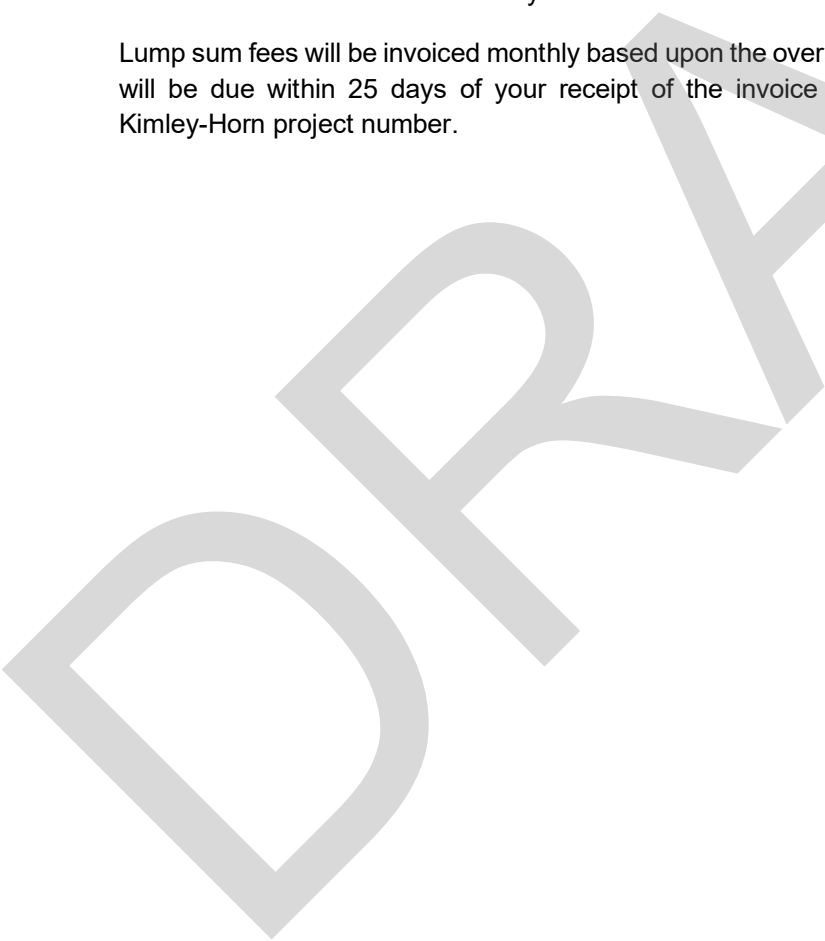
Fee and Expenses

Kimley-Horn will perform the services in Task 1-8 for the total lump sum fee below.

<i>Task Description</i>	<i>Lump Sum Fees</i>
Task 1 – Conceptual Plan and Preliminary Design	\$9,200.00
Task 2 – Surveying Services	\$12,800.00
Task 3 – Environmental Assessment	\$5,800.00
Task 4 – Civil Site Design and Permitting	\$85,100.00
Task 5 – Landscape and Irrigation Design	\$7,500.00
Task 6 - Site Lighting/Photometric Design	\$4,500.00
Task 7 – Limited Construction Phase Services	\$15,000.00
Task 8 – Permitting Fee Expense Allowance	\$2,900.00
Total Lump Sum Fee	\$142,800.00

Kimley-Horn will perform the Services in Tasks 1 - 8 for the total lump sum fee of \$142,800.00. Individual task amounts are informational only.

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.



CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Kimley-Horn" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to **MONARCH DESIGN GROUP, LLC**.

To expedite invoices and reduce paper waste, Kimley-Horn submits invoices via email in a PDF. A paper copy can be provided via USPS mail upon request. Please provide the following information:

____ Please email all invoices to _____

____ Please copy _____

To proceed with the services, please have an authorized person sign this Agreement below and return it to us. We will commence services only after we receive a fully executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

Please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in a delay in starting work on this project.

We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.



By: Scott E. Weeks, P.E.
Project Manager

Gene B. Losito, P.E.
Vice President

Attachments: Request for Information; Standard Provisions

MONARCH DESIGN GROUP, LLC

(Signature)

(Name)

(Title)

(Date)

(Email)

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REQUEST FOR INFORMATION

Please return this information with your signed contract; failure to provide this information could result in a delay in starting the Project.

Client Identification

Full, Legal Name of Client				
Mailing Address for Invoices				
Contact for Billing Inquiries				
Contact's Phone and e-mail				
Client is (check one)	Owner	<input type="checkbox"/>	Agent for Owner	Unrelated Owner to

Property Identification

	Parcel 1	Parcel 2	Parcel 3	Parcel 4
Street Address				
County in which Property is Located				
Tax Assessor's Number(s)				

Property Owner Identification

	Owner 1	Owner 2	Owner 3	Owner 4
Owner(s) Name				
Owner(s) Mailing Address				
Owner's Phone No.				
Owner of Which Parcel #?				

Project Funding Identification – List Funding Sources for the Project

Attach additional sheets if there are more than 4 parcels or more than 4 owners.

GEO TECHNICAL

Proposal Details



August 20, 2025

Kathy Chambers, Director of Projects
Monarch Design Group, LLC
112 SW 6th Street
Gainesville, Florida 32601

Proposal for a Geotechnical Site Exploration
Marion County Fire Station 24
Ocala, Marion County, Florida
GSE Proposal No. 2025-489

GSE Engineering & Consulting, Inc. (GSE) is pleased to present this proposal for providing a geotechnical exploration for the Marion County Fire Station 24 in Ocala, Marion County, Florida.

This proposal outlines our understanding of the project, presents our proposed scope of services, and contains a schedule and our fees for providing these services.

PROJECT DESCRIPTION

This project will consist of a fire station building, a stormwater management facility (SMF), and driveways and parking lots. The site is located on Marion County Tax Parcel No. 8001-0000106 in the Marion Oaks development in Marion County, Florida.

Ms. Kathy Chambers with Monarch Design Group, LLC provided information about the project including a floor plan of the proposed building. We anticipate the building will be either concrete masonry unit or steel construction. Structural loads have not been provided but are expected to be on the order of 2 to 3 kips per foot for load bearing walls, and less than 75 kips for columns. The finished floor of the structure is anticipated to be constructed near existing grades.

The location of the site improvements on the property have not been determined at the time of this proposal. We will need a site plan showing the locations of the site improvements prior to mobilizing to perform the work.

GSE reviewed recent aerial photographs of the site. The site is currently heavily wooded. Limited clearing will be required to access the boring locations. Other than limited clearing, we do not foresee any access constraints.

We propose to perform a geotechnical exploration at the site to provide recommendations to assist with building, pavement, and stormwater management facility designs. The following section outlines our proposed scope of services.

GEOTECHNICAL PROPOSED SCOPE OF SERVICES

The following proposed scope of services is based on our review of the information provided and our experience with similar projects.

- Perform limited clearing at the site to provide access to the boring locations. The clearing services will consist of removing brush and trees smaller than about 5 inches in diameter to create travel lanes through the wooded area. The tree and brush debris will be left on site. If there are specific restrictions to clearing, please provide this at the time of authorization.
- Clear utilities at the site through Sunshine One Call.
- Mobilize to the site with truck mounted or all-terrain drilling equipment.
- Advance four (4) Standard Penetration Test (SPT) borings to a depth of 20 feet below land surface (bls) within the proposed building area.
- Advance four (4) auger borings to a depth of 10 feet bls within the proposed pavement areas.
- Advance four (4) auger borings to a depth of 20 feet bls within the proposed stormwater management facility.
- Perform visual classification of the soil samples obtained from the soil borings to confirm field classifications.
- Perform soil laboratory classification tests on representative samples, as considered appropriate. These tests may include the percent soil fines passing the No. 200 sieve determinations, natural moisture content determinations, and constant head permeability tests.

The above scope of services has been determined based upon the information provided about the project at the time of this proposal. If the site plan or project information changes between now and the time of our exploration, we request the opportunity to possibly revise the above scope of services.

Our services will be provided under the direction of a Geotechnical Engineer registered in the State of Florida. The results of the exploration will be presented in a geotechnical engineering report. This report will specifically address the following items:

- Existing site conditions.
- Exploration, testing, and sampling methods.
- Subsurface soil conditions encountered and soil classifications, including any unsuitable materials encountered.
- Depth to groundwater at the time of the exploration and estimated seasonal high.
- Foundation design recommendations.
- An estimate of foundation settlement based on available data.
- A review of surface features and site conditions that could affect construction and site preparation.
- Preliminary flexible pavement design recommendations.

- Recommendations for site preparation and construction of compacted fills or backfills for the pavement and building areas.
- Recommendations for earthwork and foundation construction monitoring and testing.
- Recommended soil and groundwater parameters to assist in the stormwater management facility designs. These parameters include the following:
 - Base elevation of effective or mobilized aquifer (feet below land surface).
 - Normal seasonal high groundwater table and actual observed water table at the time of drilling within the pond(s) footprint (feet below land surface).
 - An estimate of the average weighted horizontal hydraulic conductivity and unsaturated vertical infiltration rate (feet/day) for mobilized aquifer.
 - Specific yield or fillable porosity of mobilized aquifer (%).
- A discussion of the suitability of the soils that may be excavated from the site for use as structural fill.
- A discussion on the karst sensitivity of the project site and surrounding areas.

PROJECT SCHEDULE

Based upon our current schedule we can mobilize within 1 week to perform the soil borings. We anticipate completing our exploration and issuing our geotechnical report within 4 weeks of authorization. We will verbally transmit our findings and conclusions as they become available and are developed prior to the report submission.

FEE

Based upon our understanding of the project and scope of work presented above, we can perform the proposed geotechnical scope of services for a lump sum fee of **\$10,900**. If additional services are required, these could be provided as an addendum to this proposal. We will not exceed our fee without your prior authorization for an increase in our scope of services.

AUTHORIZATION


To formally authorize us to proceed with this project and to complete our files, please execute and return to us a copy of the attached Professional Services Agreement.


CLOSURE

It should be noted that the geotechnical engineering design does not end with the advertisement of the construction documents. The design is an on-going process throughout construction. If GSE is selected to perform the geotechnical engineering services, we would also be the most qualified to confirm our recommendations are implemented and address soil related questions that may arise during construction in a timely and cost-effective manner. Furthermore, we are available to review final design documents to confirm our site-specific recommendations are properly reflected and incorporated. We would also like to point out that we can perform construction materials testing, structural design and threshold inspection, and environmental services for this project. We would be happy to prepare a proposal for these services at your request.

We appreciate the opportunity to submit this proposal and we look forward to the possibility of working with you on this and future projects. If you have any questions, or if we can provide any additional information, please call us.

Sincerely,
GSE Engineering & Consulting, Inc.


Kenneth L. Hill, P.E.
Principal Engineer


Kevin P. Fisher, E.I.
Project Engineer

KLH/KPF:tlf
Q:\Proposals\2025 Proposals\2025-489 Marion County Fire Station 24\2025-489 Geotechnical Proposal.doc

Attachment: Professional Services Agreement (1)

Distribution: Addressee (1)
File (1)

**MECHANICAL,
ELECTRICAL &
PLUMBING**

Proposal Details





January 22, 2026

Barnett Chenault, AIA
Monarch Design Group, LLC
112 SW 6th Street
Gainesville, FL 32601

Re: Revised Engineering Services Proposal
Marion County Fire Station 24
Monarch Project Number: TBD
MG Project Number: 25047

Dear Barnett:

We appreciate the opportunity to work with you on this project and are pleased to submit this proposal for our professional services. The proposal summary is as follows:

Owner: Marion County
Type: Fire Station
Size: 13,544 square feet
MEPF Estimated Cost: \$1,385,000
Systems: HVAC, Plumbing, Fire Protection, Electrical
Total Fee: \$72,020.00
Schedule: 45 Days upon receipt of NTP

The specific extent of our work on this project is as follows:

A. Assumptions

It is our understanding that your firm will provide the required surveys and building information necessary to complete our work. The work will be performed in Revit. We will provide you with pdf files and a model of our work for each deliverable. We understand that you will provide all required printed sets to the owner.

We understand that you will keep us informed of changes in the owners' requirements and changes in schedule. We understand that changes to the architectural model will be provided to us no less than 10 working days prior to the associated deliverable's due date.

B. Project Summary

The project is a replacement of Station #24 (Marion Oaks) that was built in 1983 and has met its capacity for service. The station will be rebuilt on new property (parcel no. 8001-0000106) as it is currently sited on parcel no. 8001-0000100. This rebuilt fire station will accommodate for community growth and will have a capacity for ten (10) crew members per shift . This station will have an apparatus bay for three (3) vehicles.

C. Engineering Scope

Our engineering scope will include the following:

1. HVAC: New DX HVAC units for cooling, heating and ventilation of project spaces. Exhaust to serve toilet rooms, apparatus bay, janitor closet, 'warm'/'hot' areas and other required spaces.
2. Plumbing: New domestic cold and hot water system to serve project plumbing fixtures. New sanitary waste and vent system to serve project plumbing fixtures.



3. Fire Protection: Full layout and hydraulic calculations, coordination of sprinklers with other trades. Mitchell Gullledge Engineering is Engineer of Record. It is assumed that adequate flow and pressure is available from the municipal water distribution.
4. Electrical: New building power, and interior lighting, generator, and fire alarm to serve project area.

D. Construction Administration Services

We will provide construction administration services as follows:

- a. Maximum construction duration of 40 weeks
- b. Construction RFI responses
- c. Review of submittals
- d. Monthly site visits
- e. Biweekly virtual meetings

E. Exclusions

The following services are specifically excluded from our proposal:

1. Services not specifically listed as included in this proposal
2. Green rating certification services of any kind
3. Third party accreditation design services or documentation
4. Energy modeling
5. BIM coordination services
6. Cost of fire flow test
7. Bid phase services
8. Deliverables not listed in this proposal
9. Phased work, alternates, or value engineering services
10. Low voltage system consulting, equipment design, specification, distribution or rough-in
11. Electrical arc flash study and risk assessment
12. Commissioning

F. Deliverables and Schedule

We will submit the deliverables below based on your request. All schedules listed are days after receipt of written notice to proceed, building information, applicable comments, and required files. We understand that architectural and engineering design are concurrent. In order to provide complete quality control, we will lock our architectural BIM link 5 business days prior to each design deliverable unless other arrangements are made with our project manager at the 5 business day threshold.

Design Development	45 Days
50% Construction Documents	45 Days
100% Construction Documents	45 Days
As-Built Documents	45 Days

G. Fee

We propose a lump sum fixed fee of \$72,020.00 based on 5.2% of the estimated MEPF construction cost. This fee is based on the specific scope listed in this proposal. Our services may be tailored to meet project needs at your request. Engineering services not included in this proposal may be added to our scope as additional services and will be billed at the hourly rates listed below.

Principal Engineer:	\$200
Registered Engineer (PE):	\$170
Design Engineer:	\$150
BIM Technician:	\$110



Mitchell Gullledge Engineering, Inc.
 204 SW 4th Avenue
 Gainesville, FL 32601
 352.745.3991
 www.mitchellgullledge.com

Andrew Mitchell, PE, CxA
 Craig Gullledge, PE, CxA, LEED AP BD+C
 Andy McCaddin, PE, RCDD, LEED AP BD+C

Administrative: \$85

H. Invoicing

We will invoice you for each design deliverable upon submission. Construction administration will be billed in accordance with percent of construction completion. We will invoice you based on the tasks listed below:

Task 310	Design Development	\$20,600.00
Task 350	50% Construction Documents	\$20,700.00
Task 410	100% Construction Documents	\$20,220.00
Task 700	Construction Administration	\$10,500.00

I. Agreement

This proposal represents the entire agreement between Monarch Design Group, LLC and Mitchell Gullledge Engineering, Inc. for this project. Either party may terminate this agreement at any phase upon at least seven (7) days' written notice. In the event of termination, Mitchell Gullledge Engineering, Inc. shall be compensated for all services performed to termination date, together with reimbursable expenses incurred to date. If this agreement meets with your approval, please sign a copy and return it to our office within (30) days. All rights regarding Mitchell Gullledge Engineering, Inc. instruments of service are retained exclusively by Mitchell Gullledge Engineering, Inc. After 30 days, schedule dates or cost estimates contained in this proposal expire and may require updates. If you have any question about this fee proposal, do not hesitate to contact me.

Sincerely,

Accepted By:

Craig Gullledge, PE, CxA, LEED AP BD+C
 Principal

Barnett Chenault, AIA
 Principal

Date

STRUCTURAL

Proposal Details





January 20, 2026

Kathy Chambers
Monarch Design Group Architects
1628 NW 6th Street
Gainesville, Florida 32609

**RE: Marion County Fire Station Prototype
Structural Engineering Services**

Dear Kathy:

We would be pleased to provide structural engineering services for the referenced project and submit the following proposal for your consideration.

The scope of work includes the design of a new fire station located in Marion County, Florida. We understand this building to be one story and approximately 13,544 square feet and include three (3) apparatus bays. Our scope also includes the design of a generator pad and dumpster enclosure. For the purposes of this proposal, the building's construction is assumed to be load-bearing masonry walls and steel columns supporting light-gauge trusses at the roof. Foundations are expected to be shallow concrete spread footings for walls and pad footings for columns. The foundation slab is expected to be a concrete slab on grade not designed to resist buoyancy. Our scope does not include hardening of building design beyond the limits of Florida Building Code.

Our scope of services will be to provide design for all main structural members of the building. We will review and markup specifications as requested. Our scope does not include any design of any additional landscape or site structures. As part of our basic scope of services, we have made accommodation for one (1) site visit to be conducted during construction. Site visits required beyond the one will be billed per our attached rate schedule. Overall design team and owner meetings to be held virtually and limited to three (3) during Design Development and four (4) during Construction Documents. We will provide reproducible drawings for permit. Drawings will be completed in REVIT format. We will coordinate the foundation design with the Geotechnical Engineer of Record. The project will be designed in accordance with local requirements and the 2023 Florida Building Code.

After completion of working drawings, we will be available to answer questions during bidding and construction. We will review shop drawings relative to the structural portion of the work for general compliance with the intent of the structural design. We are available to provide inspections during construction to verify that the work is being completed according to the intent of the structural drawings. Site visits will be conducted as requested at various agreed-upon milestones of construction, and any visits will be billed per the fee schedule below on a per-visit basis.

Snell Engineering Consultants would be pleased to provide Structural Engineering services to you as follows, based on the above-described square footage and type of construction:

Tasks	Amount
Main Contract	
Schematic Design	\$ 4,500
Design Development	\$ 11,100
Construction Documents	\$ 12,200
Bidding and Negotiation	\$ 1,900
Construction Administration	\$ 7,400
Additional Services	
Site visits (Beyond 1 Included)	\$ 1,480/visit

Our scope of work does not currently include engineering for pre-engineered elements of the building, such as steel or wood stairs, conventional framing, light gauge trusses, precast concrete components, glass, glazing, railings, and other collateral elements of the building not associated with the primary structural frame. The final foundation design will be coordinated with the geotechnical report, and if a deep foundation system design is required, it will be billed as additional services. Work required beyond the scope of this proposal will be billed at our current hourly rates per the attached schedule.

Our scope of work does not include multiple design iterations of structural framing systems. As part of the agreed-upon project deliverable timeline, we will require all column, wall, and vertical load-carrying elements to be set before the DD phase is completed. Once set, any changes will be billed per our attached hourly rate. Should any elevations, steps, slopes, or recesses occur after DD submission that affects concrete slabs, beams, or other horizontal framing elements, these will also be billed per our hourly rate.

We trust that the described scope of services and fee figures meet your expectations. Please do not hesitate to call should you need additional information or clarification. This proposal is valid for three (3) months. To authorize work to begin, please sign below and return this agreement. Thank you again for the opportunity to work with you on this project.

Sincerely,
SNELL ENGINEERING CONSULTANTS



Curtis G Ross II, P.E.
Managing Principal

CASE Document 1-2015

An Agreement for the Provision of Limited Professional Services©

Prepared by the Council of American Structural Engineers

January 20, 2026

Monarch Design Group Architects
1628 NW 6th Street
Gainesville, Florida 32609
Attention: Kathy Chambers

Snell Engineering Consultants
1517 State Street, Suite 202
Sarasota, FL 34236
Attention: Curtis G. Ross, II, PE

Reference: Marion County Fire Station Prototype
P25-SAR-01351

SCOPE OF SERVICES

See attached proposal for scope of services

FEE ARRANGEMENT

See attached for fee.

SCHEDULE OF 2024 HOURLY RATES

Principal (Registered Engineer):	\$ 275
Senior Project Manager:	\$ 215
Project Manager:	\$ 205
Senior Project Engineer:	\$ 185
Project Engineer (EI):	\$ 165
BIM Specialist:	\$ 120
Accounting:	\$ 110
Administrative	\$ 100
Clerical:	\$ 95
Prints:	\$ 0.25/s.f.
Photocopies (black & white):	\$ 0.10/page
Photocopies (color):	\$ 0.60/page
Mileage:	\$ 0.67/mile
All Other Expenses	Cost + 15%

Offered by (SE):

Accepted by (Client):

(signature)

(signature/title/date)

Curtis G Ross, II/ President
(printed name/title)

(printed name/title)

The terms and conditions on the attached form are part of this agreement.

**Addendum:
Prototype Reuse
Program**

Proposal Details





Marion County Fire Station Prototype Reuse Program

Prototype Reuse Value Summary

Marion County (“the County”) has established a prototype reuse delivery method for future Fire Station development. This approach is intended to realize measurable cost and schedule efficiencies by reducing repetitive redesign efforts while maintaining consistent operational performance, durability standards, and public safety functionality across multiple facilities.

The prototype reuse program also enables the County to retain continuity of the design team responsible for the original prototype, minimizing procurement cycles, accelerating project startup, and ensuring consistent interpretation of design intent and technical standards.

Through this delivery model, the County will receive professional design services at a reduced effective fee compared to full custom design services, while preserving the necessary professional oversight required to adapt each project to its site, jurisdictional requirements, and operational needs.

While a prototype reuse delivery is beneficial for expediting the timeliness of projects, for the design team they carry an incremental level of increasing risk, and so much be thought of in a way that each project used, carries its own liability factor.

Monarch Design Group (“MDG”) and the associated consultants are committed to delivering a coordinated sequence of Fire Station projects that meet the County’s public safety objectives.

This narrative is intended to describe the framework and intent of the Prototype Reuse delivery method. It does not constitute a contract. During execution of the initial prototype project, a formal agreement will be established that defines licensing rights, ownership of Instruments of Service, and conditions governing future reuse.

Defining Design Services

Design services within the prototype reuse program consist of two integrated components:

1. Instruments of Service: Drawings, specifications, Building Information Models (BIM), schedules, details, and associated technical documentation prepared by the design team are collectively referred to as Instruments of Service. These documents communicate design intent and support permitting, bidding, and construction of each project.

2. Professional Services

While reuse of the prototype reduces the extent of redesign, professional oversight remains essential to ensure code compliance, constructability, and consistent facility performance. The efficiencies created by reuse are reflected through a prototype reuse fee reduction, as described in the following sections.

Establishing Base Design Fees

The design fee for the initial prototype Fire Station was established at **8.1% of construction cost**, inclusive of architectural, mechanical, electrical, plumbing, fire alarm and protection, low-voltage, signage, interiors, and equipment coordination services.





Following establishment of the base design fee, the design team will apply a **Prototype Reuse Discount equaling 4.25% of Construction Cost** to reflect efficiencies gained from reuse of the established prototype configuration. **Site Design, Construction Administration, and Final Deliverables will be negotiated based on individual project requirements.**

Regardless of reuse, each project requires full professional service engagement to ensure proper execution, regulatory compliance, and coordination with construction partners and authorities.

The Prototype Reuse Fee includes the following baseline services:

- Project administration and coordination
- BIM model and document startup, management, and version control
- Code and regulatory compliance updates
- Permitting support and jurisdictional coordination
- Engineering consultant coordination
- Limited customization as defined below

Civil engineering services and Construction Administration are expressly excluded from the locked prototype fee percentage and will be provided as a separate line item for each reuse project due to the inherently site-specific nature of civil scope. This scope may include, but is not limited to:

- Survey and site verification
- Utility coordination
- Grading and drainage design
- Paving and access improvements
- Geotechnical coordination
- Environmental constraints
- Jurisdictional site standards and land development regulations
- Construction Administration

Limited Customization Included

The prototype reuse delivery model is intended to preserve the fundamental building configuration while allowing the County limited flexibility to differentiate facilities through finish-level customization that does not require redesign of the core building systems.

The County may personalize each reuse project through in-kind substitutions of materials, finishes, fixtures, furniture, and equipment that are schedule-driven and compatible with the established prototype systems.

Examples of included limited customization include:

- Interior and exterior paint and coating selections
- Carpet and resilient flooring patterns and colors
- Light fixture families compatible with the base lighting design intent
- Furniture selections within established space planning and power/data provisions





- Other superficial finish substitutions requiring schedule updates and minor drawing coordination

These changes are accommodated within the prototype reuse scope and do not alter the building's fundamental planning module, structural framework, or primary mechanical, electrical, plumbing, and fire protection systems.

Additional Services Offered

Any requested modifications that exceed the defined limited customization threshold will be treated as Additional Services and will be scoped and fee-proposed separately based on complexity, coordination requirements, and schedule impacts.

Examples include, but are not limited to:

- Changes to apparatus bay count, dorm quantities, or repetitive operational modules
- Addition of new program components such as training facilities, community rooms, or administrative expansions
- Material or system substitutions that alter performance criteria or require engineering redesign
- Significant façade reconfiguration or exterior architectural “re-skinning”
- Site-driven resiliency modifications related to floodplain requirements, storm surge criteria, or utility constraints
- Procurement-driven alternates, value engineering directives, or scope revisions
- Third-party building certification programs such as LEED, Green Globes, Fitwel, or similar

Ownership and Authorized Use

The prototype Fire Station design and all associated Instruments of Service are the intellectual property of the design team. The design team will provide the County with a limited license for reuse of the prototype Fire Station design solely for projects delivered with Monarch Design Group (MDG) serving as Architect of Record (AOR) and with required consultants retained as applicable.

Engineering consultants serving as Engineers of Record (EOR) may vary by project based on availability, jurisdictional requirements, and the County's best interests.

Restrictions on Independent Reuse

The prototype Fire Station design shall not be reused, replicated, modified, or adapted for any new site or project without commissioning MDG to provide professional design services for that reuse project.

This requirement protects both the County and the design team by ensuring:

- Proper site adaptation
- Compliance with current building codes and regulatory requirements
- Preservation of operational performance and firefighter health and safety standards
- Consistent technical coordination and quality control

Use of the Instruments of Service by third parties, including contractors, alternate design professionals, or other jurisdictions, without written authorization from MDG is expressly prohibited.





All digital model usage and document transfers shall follow agreed project protocols governing reliance, version control, and permitted use.

Risk Allocation for Unauthorized Use

If the County elects to use, modify, or rely upon the Instruments of Service outside the scope of the authorized reuse license including use without MDG and DLR engagement or following termination of services, such use shall occur at the County’s sole risk. Responsibility for resulting claims, errors, or performance impacts shall be allocated in accordance with the executed agreement governing the prototype program.

Design Team Reuse Rights

MDG and DLR each retain the right to reuse their shared Instruments of Service in the development of future prototype and essential facility projects for other clients, provided such reuse complies with contractual confidentiality obligations and does not disclose County-specific proprietary information.

