

TASK ORDER TO THE AGREEMENT

In accordance with the Utilities Engineering Design Support Services Agreement, approved by the Board of County Commissioners on September 16, 2025 (the "Agreement") for work within the scope of Solicitation 25Q-106-TO-20 SCADA Master Plan, this Task Order to the Agreement (this "Amendment") is made and entered into between Wright-Pierce, Inc. whose address 601 South Lake Destiny Road, Suite 290, Maitland, FL 32751, and possessing FEIN# 01-0228316 ("FIRM") and Marion County, a political subdivision of the State of Florida, 601 SE 25th Avenue, Ocala, FL, 34471 ("COUNTY").

WITNESSETH

WHEREAS the parties wish to amend the Agreement as set forth below; and;

IN CONSIDERATION of the mutual covenants and conditions contained herein, the parties do hereby agree as follows:

1. This Amendment shall be deemed to amend and become a part of the Agreement in accordance with the original Solicitation and Agreement for Utilities Engineering Design Support Services under 25Q-106.

2. FIRM's services and performance will be in accordance with the scope of service and fee schedule, Exhibit A hereto. The total cost for the Project will not exceed Two Hundred Thirty Thousand Five Hundred Forty Dollars and 00/100 (\$230,540.00). The Project shall reach substantial completion within 225 Calendar Days. All Work shall proceed in a timely manner without delays. **TIME IS OF THE ESSENCE.** All limitations of time set forth in the Contract Documents are of the essence of this Contractor. The Work may be presumed abandoned after ninety (90) days if FIRM terminates the Work without just cause or without proper notification to COUNTY, including the reason for termination, or fails to perform Work without just cause for ninety (90) consecutive days.

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IN WITNESS WHEREOF the parties have entered into this Amendment, as approved by the Marion County Board of County Commissioners, on the date of the last signature below.

ATTEST:

MARION COUNTY, A POLITICAL SUB-DIVISION OF THE STATE OF FLORIDA

GREGORY C. HARRELL, DATE
MARION COUNTY CLERK OF COURT

CARL ZALAK III DATE
CHAIRMAN

**FOR USE AND RELIANCE OF MARION
COUNTY ONLY, APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

BCC APPROVED: August 18, 2026
25Q-106-TO-20 SCADA Master Plan

MATTHEW G. MINTER, DATE
MARION COUNTY ATTORNEY

WITNESS:

Wright-Pierce, Inc.

SIGNATURE

BY: DATE

PRINTED NAME

PRINTED:

WITNESS:

ITS: (TITLE)

SIGNATURE

PRINTED NAME

EXHIBIT A - Scope of Service and Fee Schedule



601 South Lake Destiny Road, Suite 290
Maitland, FL 32751
407.906.1776 | wright-pierce.com

July 8, 2026
WP Project No. T19220

Mr. Kevin Atchley, PE
Interim Assistant Director of Engineering - Utilities
Marion County Board of County Commissioners
11800 SE US Hwy 441
Belleview, FL 34420

**SUBJECT: Marion County – SCADA Master Plan
Scope of Services and Fee Proposal**

Dear Kevin,

Wright-Pierce (Consultant) greatly appreciates the opportunity to work with Marion County (County) with the development of a SCADA Master Plan. As requested in the April 1, 2026 meeting, we are pleased to submit this fee proposal to provide professional engineering services for the development of a SCADA Master Plan for the Marion County Utilities. The fee proposal is developed in accordance with the Continuing Contract for Professional Services for Water & Wastewater Engineering Professional Services, dated February 20, 2025.

Project Understanding

Based on our understanding, the Marion County Utilities owns, operates, and maintains approximately 6 Wastewater Treatment Plants (WWTPs), 60 Water Treatment Plants (WTPs), and 200 lift & pumping stations (LS, PS). The water and wastewater facilities are maintained by 3 electricians and 2 instrumentation technicians. The water treatment plants and remote stations utilize Data Flow Systems™ units as the form of control, remote telemetry, and SCADA for these water and wastewater facilities. The County desires to move away from the Data Flow Systems™ and replace it with a more robust, secure, and uniform monitoring and control system that is maintainable and serviceable from a number of local system integrators.

The intent of this project is to develop a singular SCADA System Master Plan document which will provide the following:

- Establish a comprehensive framework for both current and future SCADA system and control improvements.
- Standardize on PLC/HMI SCADA hardware/software across facilities.
- Recommend Operational Technology (OT) network and Telemetry architecture with enhanced reliability and cyber-security best practices.
- Establish a standardized naming convention for SCADA tags, SCADA computers, network devices, and control panels.
- Provide alternatives analysis.
- Provide recommended SCADA Upgrades in a phased approach in order of priority and per County annual fiscal budget availability.

- Propose process monitoring and control optimization, and enhancements upon the County's request.

Scope of Services

Based on discussions with the County and our understanding of the Project, we propose the following scope of services.

Task 1 - Project Management and Meetings

This subtask consists of the overall management of the Project, including contract administration, budget management, invoicing, providing the County's project manager a written monthly project summary, project scheduling, and coordination with the County and Project staff.

Within two weeks of receiving the Notice to Proceed for this Project, Consultant will prepare for and organize a Project Kickoff Meeting with the County at the Marion County Facility (TBD). The purpose of the meeting will be to review the scope, schedule, and budget fee, discuss the lines of communication, and identify the County's critical success factors for this project. The Consultant will prepare an agenda and meeting summary for the Project Kickoff Meeting and provide meeting summaries.

The Consultant will prepare for and attend an additional three (3), 2-hour virtual meetings to gather information from County staff, coordinate design layouts/plans, present SCADA system options and determine County preferences, and provide updates on the project. The Consultant will prepare an agenda and meeting summary for the meetings.

The Consultant will identify up to four PLC and SCADA Software manufacturers and present to the County to obtain County buy-in. Once manufacturers are vetted, the Consultant will coordinate, organize, and invite these manufacturers to a Marion County Facility (TBD) to present their products during a day-long lunch and learn. The Consultant will prepare an agenda and capture key details from the lunch and learn to be included in the SCADA Master Plan as part of the alternative analysis.

The Consultant will prepare for and organize a Draft Master Plan Review Workshop at the Marion County Facility (TBD) to review and gather input and comments from the County staff on the draft SCADA Master Plan Report. The Consultant will prepare an agenda and meeting summary for the meeting. The results and actions captured will be reflected in the final version of the SCADA Master Plan. The Consultant will prepare for and organize a virtual Final Master Plan Review Workshop to review the final report findings and discuss next steps with County staff. The Consultant will prepare an agenda and meeting summary for the meeting.

The Consultant will prepare a slide presentation of the Final SCADA Master Plan and provide an in-person presentation to the County Board of the phased project approach, schedule, and cost associated with recommended upgrades for the master plan. Questions and answer period will be provided and the Consultant will capture any of the County's key concerns and decisions.

The Consultant will prepare for and organize a virtual Draft SCADA Standards Manual Workshop to review and gather input and comments from the County staff on the draft SCADA Standards Manual. The Consultant will

prepare an agenda and meeting summary for the meeting. The results and actions captured will be reflected in the final version of the SCADA Standards Manual. The Consultant will prepare for and organize a virtual Final SCADA Standards Manual Workshop to review the final manual and discuss next steps with County staff. The Consultant will prepare an agenda and meeting summary for the meeting. Both draft and final workshops shall be virtual.

Task 1 Deliverables

The deliverables associated with this task will include the following:

Task No.	Item	Details
1.1	Monthly status reports and invoices	PDFs will be electronically delivered to the County's PM.
1.2	Meetings, agendas and summaries	PDFs will be electronically delivered to the County's PM and attendees. Includes (1) kickoff meeting (with lunch) at Marion County Facility (TBD) and (3) virtual meetings.
1.3	Draft I&C Master Plan Workshop	PDFs will be electronically delivered to the County's PM. Draft Workshop will take place at Marion County Facility (TBD).
1.4	Manufacturer's Presentations (Lunch & Learns)	This will include SCADA Software and Programmable Logic Controller Hardware Platforms. We anticipate 3-4 manufacturers for each of the software/hardware categories. Includes (1), 8-Hour Day Lunch and Learn at Marion County Facility (TBD).
1.5	Final I&C Master Plan Workshop	PDFs will be electronically delivered to the County's PM. Final Workshop will be virtual.
1.6	Board Presentation	Assist in Presentation of SCADA Master Plan (to the Board)
1.7	Draft & Final SCADA Standards Manual Workshops	Virtual Only!

Task 2 – Data Collection and Site Visits

Task 2.1 – Data Collection and Review

Consultant will request information on the existing WWTPs, WTPs, lift stations, and other water, wastewater, and reclaimed water remote sites. Data is expected to include the following:

- Record drawings
- Operating manuals
- Controls related documents including but not limited to:
 - Control panel schematics
 - MCC diagrams/schematics

- Network diagrams (if available)
- SCADA Screen and Tag Database Printouts
- PLC database logic and database printout
- Cellular data plan and billing information
- P&IDs and/or Loop Diagrams
- Surveys & Studies by other consultants.

Task 2.2 – Site Visits

Consultant will prepare for and conduct a site visit to County water, wastewater, reclaimed water, and representative lift and pumping station locations over a period of four (4) days. Site visits will be attended by three (3) members of the Consultant's team. During the site visits, the Consultant will discuss with County staff any existing issues and client preferences. County shall supply one knowledgeable operator to provide access and show the Consultant the sites, discuss the details of the SCADA system at each site, open panels, and operate equipment as requested.

Specifically, the Consultant will visit the following sites:

- Three (3) representative WTPs
- Three (3) representative WWTPs
- Three (3) representative lift stations (master/large, mid-sized, small)
- Three (3) representative reclaimed water pumping stations
- The office containing the main server(s)

During the site visits, SCADA-related equipment and control systems to be investigated will include:

- Control Panels (DFS systems, HMIs, UPS, environmental, network switches, surge suppression, etc.)
- Network Equipment (switches, firewalls, patch panels, DMZ)
- Network Architecture (type, layout, media, protocol and connectivity)
- SCADA Computers (Servers, Clients, Historians, etc.)
- Alarm Dialers (hardware, software)
- Data backup and storage
- Master Telemetry Units, Remote Telemetry, and Cellular Modems etc.

Task 2 Deliverables

The deliverables associated with this task will include the following:

Task No.	Item	Details
2.1	Data Collection	Data collection and records request (e-mail)
2.2	Site Visits	Visit WTPs, WWTPs, Lift Stations, Pumping Stations

Task 3 – SCADA Master Plan

The Consultant will develop a SCADA Master Plan report with alternative analysis on specific key items that require review and selection by the County. As part of the SCADA Master Plan the Consultant will coordinate with the County to identify up to four PLCs (such as Allen-Bradley, Modicon, GE, Siemens) and four SCADA systems (such as VT SCADA, IFIX, Rockwell, and Wonderware) to evaluate as part of the alternatives analysis. The SCADA Master Plan will be provided as a singular Master Plan document that encompasses the water treatment plants, wastewater plants, water lift stations and wastewater pumping stations, and reclaimed water facilities establishing in a comprehensive framework for both current and future SCADA system and control improvements with the following anticipated sections:

- Executive Summary that succinctly points out the master plan recommendations, costs, project phasing, and implementation schedule.
- Existing conditions.
- Summary of County preferences.
- Applicable code requirements.
- Alternative analysis & risk assessment:
 - This will include key elements of the SCADA Software and PLC Manufacturer Presentations.
- Recommendations:
 - Standardize on PLC/HMI hardware/software across facilities.
 - Network and remote telemetry recommendations.
 - Standard examples for SCADA high-performance process graphics, alarm notifications, and historical compliance data trending.
 - Establish a naming convention for PLC, SCADA tags, computers, network devices, and control panels.
 - Instrumentation recommendations.
 - Operation and maintenance considerations including recommended spare parts inventory and software management.
- Engineer's opinion of probable construction cost with project phasing based on priority, schedule, and available County budget.

Task 3 Project Deliverables

The deliverables associated with this task will include the following:

Task No.	Item	Details
3.1	SCADA Master Plan Report - DRAFT	Draft Report (PDF)
3.2	SCADA Master Plan Report - FINAL	Final Report (PDF)

Task 4 – SCADA Standards Manual Development

Upon completion of the SCADA Master Plan, the Consultant will develop a SCADA Standards Manual in a comprehensive framework for elements included in instrumentation, controls, and SCADA system design with the following anticipated sections:

- Scope
- Applicable code requirements
- Programmable Logic Controllers Hardware:
 - CPU requirements (per application)
 - Network Connectivity & Communication Protocol
 - RIO requirements
 - Input and Output Module/Signal Type
 - PLC Power Supply Redundancy (per application)
- Programmable Logic Controller Software Application:
 - Tag Structure
 - Main and subroutine/task structure
 - Messaging command optimization
 - Rung Comment Standards
- SCADA Hardware/Software Standards:
 - Tag/Screen Count (per application)
 - Server, Client, and Thin Client PC Requirements
 - Server Redundancy
 - Operating System Requirements
 - Virtual Machines
- Alarming & Dial Out Systems and Alarm Priority
- Remote Access and Cyber Security Measures
- Network Structure and Hardware Standards
- Copper and Fiber Optic Cable Standards
 - Labeling
 - Termination
 - Testing
 - Patch Panels
 - Network Connections
- Establish a naming convention for PLC, SCADA tags, computers, network devices, and control panels.
- Instrumentation and Installation Standards and Requirements
- Remote Telemetry Standards (radio, cellular, cable, etc.)
- Control Panel Manufacturing Standards:
 - Painting and environmental controls for outdoor applications
 - UPS and Non-UPS power requirements
 - Instrumentation power requirements
 - Lightning, surge suppression, and I/O fusing
 - Intrinsic safety

- Redundant Power Supplies
- Terminal block & wire segregation
- Testing requirements
- Operation and maintenance considerations including recommended spare parts inventory and software management.
- Factory and Site Testing Requirements
- Training Requirements
- Historian Data Logging and Storage/Backup Requirements

The Consultant will provide a draft copy of the SCADA Standards Manual to the County for review and comment. The Consultant will incorporate comments from the County and prepare a final SCADA Standards Manual.

Task 4 Deliverables

The deliverables associated with this task will include the following:

Task No.	Item	Details
4.1	SCADA Standards Manual - DRAFT	Draft SCADA Standards Manual (PDF)
4.2	SCADA Standards Manual - FINAL	Final SCADA Standards Manual (PDF)

Owner's Responsibilities

The County will provide the following information to the Consultant and/or perform the following services related to the Project:

- Provide available data and information requested in order for Consultant to implement the project.
- Provide access to the multiple sites for site visits and to make observations (Monday-Thursday). Provide an operator during these site visits who can answer pertinent questions regarding the SCADA systems and who can access/open electrical/instrumentation panels and other infrastructure.
- Provide a single, consolidated list of comments for each submittal within two weeks of receiving each submittal.

Exclusions and Assumptions

The Scopes of Services and fees are based on the following exclusions and assumptions:

- All meetings will be held at the County's office, or virtually via Teams, as detailed herein.
- The County will provide requested information in a timely fashion recognizing that delays in providing required information directly affect the overall project schedule.

- The County will provide a single review of all submittals within a 3-week timeframe and provide a single, consolidated list of comments.
- A radio path survey is not included in this scope of services.
- Survey or record drawings development is not included.
- It is assumed that any provided data are accurate without Consultant confirmation.
- During Consultant's work on the Project, it may become apparent to either the County or Consultant that Additional Services not included in the basic Scope of Services are desired. Consultant will undertake to provide such Additional Services upon County's written authorization.

Compensation

We propose to complete the Scope of Services described in Tasks 1-4 on a not-to-exceed, lump sum basis of **\$230,540**. The project will be invoiced monthly based upon the work performed each month. A breakdown of the fee estimate by task is provided in **Table 1** below.

Table 1 Summary of Fee Estimate

Task No.	Item	Estimated Cost
1	Project Management, Meetings, Workshops, Manufacturer's Lunch & Learns	\$ 69,595
2	Data Collection and Site Visits	\$ 47,265
3	SCADA Master Plan	\$ 70,280
4	SCADA Standards Development	\$ 43,400
	Total	\$ 230,540

Schedule

The overall proposed schedule for this scope of work is approximately 8 months, with a schedule indicated in **Table 2** below. Anticipated Start Date in July pending County approval.

Table 2 Project Schedule

Task No.	Task Item	Schedule 2026 - 2027
1	Project Management, Meetings, Workshops, Manufacturer's Lunch & Learns	July– August
2	Data Collection and Site Visits	August- September

7/8/2026

Mr. Kevin Atchley, PE

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Task No.	Task Item	Schedule 2026 - 2027
3	SCADA Master Plan	September – January 2027
4	SCADA Standards Development	January 2027 – March 2027

We look forward to working with the County on this very important project. If you have any questions or comments regarding this letter proposal, please feel free to call myself at 413.240.4338 or email at the address below or Dennis Davis at 407.710.9259.

Sincerely,

WRIGHT-PIERCE, INC.



James Papadimitriou, PE
Senior Project Manager, Senior I&C Engineer
james.papadimitriou@wright-pierce.com



Steven C. Hallowell, PE
Senior Vice President
Steve.Hallowell@wright-pierce.com

Enclosures

CC: Dennis Davis, WP

Attachment A
Detailed Fee Estimate

ATTACHMENT A
DETAILED FEE ESTIMATE

MARION COUNTY
UTILITIES I&C MASTER PLAN
FEE ESTIMATE

DATE: 7/8/2026
T19220

Wright-Pierce Labor														
Phase and Task Descriptions	Principal Engineer	Project Manager	Senior Professional Engineer (I&C)	Project Engineer (Registered, I&C)	Senior Professional Engineer (Elec.)	Principal (Sr.) CADD Designer	CADD Designer	Engineer I (Prog/AESS)	Clerical	Subtotal Labor Hours	Subtotal Labor Cost	Expenses	Fee	Expense Description
	\$285	\$210	\$245	\$170	\$245	\$170	\$110	\$150	\$60					
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours					
Task 1 - Project Management and Meetings														
Task 1.1 - Project Management	24	80								104	\$23,640.00	\$0.00	\$23,640.00	
Task 1.2 - Project Meetings	8	8		8	8					32	\$7,280.00	\$1,645.00	\$8,925.00	Travel Expenses
Task 1.3 & 1.5 - Master Plan Workshops	12	30		16	16					74	\$16,360.00	\$1,555.00	\$17,915.00	Travel Expenses
Task 1.4 - Project Lunch and Learns	8	8		10	10					36	\$8,110.00	\$810.00	\$8,920.00	Travel Expenses
Task 1.6 - Board Presentation	4	14								18	\$4,080.00	\$955.00	\$5,035.00	Travel Expenses
Task 1.7 - SCADA Standards Manual workshops		8		8	8					24	\$5,000.00	\$160.00	\$5,160.00	Travel Expenses
Task 1 - Subtotal	56	148	0	42	42	0	0	0	0	288	\$64,470.00	\$5,125.00	\$69,595.00	
Task 2 - Data Collection and Site Visits														
Task 2.1 - Data Collection and Review	1	4	12	12	24	0	0	0	2	55	\$11,985.00	\$0.00	\$11,985.00	
Task 2.2 - Site Visits	1	4	48	48	48	0	0	0	0	149	\$32,805.00	\$2,475.00	\$35,280.00	Travel Expenses
Task 2 - Subtotal	2	8	60	60	72	0	0	0	2	204	\$44,790.00	\$2,475.00	\$47,265.00	
Task 3 - SCADA Master Plan														
Task 3.1 - Draft Master Plan Report	14	16	35	80	24	16	24	4	8.00	221	\$41,365.00	\$0.00	\$41,365.00	
Task 3.2 - Final Master Plan Report	14	16	15	60	18	8	12	4	8	155	\$28,915.00	\$0.00	\$28,915.00	
Task 3 - Subtotal	28	32	50	140	42	24	36	8	16	221	\$70,280.00	\$0.00	\$70,280.00	
Task 4 - SCADA Standards Manual														
Task 4.1 - Draft SCADA Manual	8	24	12	48	6	0	0	4	16	118	\$21,450.00	\$0.00	\$21,450.00	
Task 4.2 - Final SCADA Manual	12	32	4	48	6	0	0	4	10	116	\$21,950.00	\$0.00	\$21,950.00	
Task 4 - Subtotal	20	56	16	96	12	0	0	8	26	234	\$43,400.00	\$0.00	\$43,400.00	
TOTAL	92	228	111	276	150	16	24	12	36	947	\$222,940.00	\$7,600.00	\$230,540.00	