

## CHANGE ORDER FORM

This form is to be used when a Purchase Order has a change in scope, amount or date. Amounts exceeding 10% of original award requires BCC approval. Some fields may not be applicable and may be left blank. Use your cursor to hover over a field for help.

Please send completed and digitally signed form to [Procurement@marionfl.org](mailto:Procurement@marionfl.org)

Date: 1/15/2026

Department: Parks

Change Order #: 2

Additional Days Only

Is Board Action Required? Yes

Contractor/Vendor (Name & Address):

Kimley Horn and Associates Inc  
1700 SE 17th St, Ste 200  
Ocala, FL 34471

Bid/Contract/Quote Number & Project Title:

23Q-087-TO-06

PO Number: 2400547

Contract Amount: \$ 88,310.00

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

GL Account Number (ORG/OBJECT):  
CR362572-563102

Is the change order amount from Contingency? Yes  No

Project Account Number (If applicable):  
PRC000031

Requesting Amount of Contingency:  
\$ 0.00

### JUSTIFICATION & DESCRIPTION OF CHANGE

The original scope of services for Kimley- Horn engineering has been expanded to include unanticipated efforts related to Alachua County dock permit, sinkhole coordination, underground utilities redesign, bulkhead redesign, cost estimation for phase 2 and additional construction phase support services due to unexpected site conditions. These additional services were not included in the initial agreement. Time and material \$45,085.

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

Original Ordered Amount: \$88,310.00

Current Ordered Amount (Not the balance): \$88,310.00

The PO will be increased/decreased by this change order in the amount of:  Increase  Decrease \$ 45,085.00  
(Do not put contingency amount)

The new PO amount including this change order will be: \$133,395.00  
(PO amount will not change if it comes from contingency)(auto calculated)

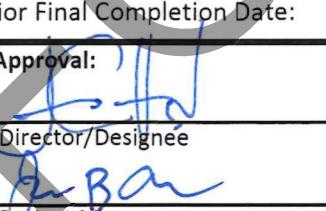
Contract time will be Increased/decreased by \_\_\_\_\_ DAYS \_\_\_\_\_

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

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

Approval:

BCC Approval (when applicable):

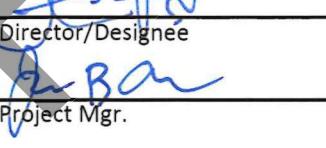
  
Director/Designee

1/15/2026

Date

Chairman, BCC

Date

  
Project Mgr.

1/15/2026

Date

Attest: Clerk of Court

Date

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

County Administrator

Date

Procurement: Date

County Administrator

Revised 10/2024

[Reset Form](#)

[Email Form](#)

**TASK ORDER NUMBER 35**

Describing a specific agreement between Kimley-Horn and Associates, Inc. ("Kimley-Horn") and Marion County, a political subdivision of the State of Florida, ("County" or "Client") in accordance with the terms of the Master Agreement for Civil/Site Engineering for Miscellaneous Projects #23Q-087, which is incorporated herein by reference.

***Identification of Project:***

Project: Heagy Burry Boat Ramp Additional Services

Project Manager: Richard V. Busche, PE

***Project Understanding***

1. Under a previous Amendment, Kimley-Horn is providing professional services during construction of the Heagy Burry Park project.
2. For various reasons, not the fault of Kimley-Horn, the construction duration has extended beyond the duration included in the prior Task Order. Additionally, Kimley-Horn is providing requested Additional Services not included in the prior Task Order.

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

***Scope of Services*****Task 1 – Additional Construction Phase Support Services**

Under this Task, Kimley-Horn will continue to provide the construction phase services specifically stated in the prior Amendment.

A. *Visits to Site and Observation of Construction.* Kimley-Horn will make periodic site visits to observe the progress of the work. 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 Client 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.

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. *Change Orders.* Kimley-Horn may recommend Change Orders to the Client and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.

D. **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.

E. **Substitutes and "or-equal."** Kimley-Horn will evaluate and determine the acceptability of substitute, or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents.

F. **Inspections and Tests.** Kimley-Horn may require special inspections or tests of Contractor's work as Kimley-Horn deems appropriate and may receive and review certificates of inspections within Kimley-Horn's area of responsibility or of tests and approvals required by laws or the Contract Documents. Kimley-Horn's review of certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not be an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Kimley-Horn **shall be entitled to rely** on the results of such tests.

G. **Applications for Payment.** Based on its observations and on review of applications for payment and supporting documentation, Kimley-Horn will determine amounts that Kimley-Horn recommends Contractor be paid. Such recommendations will be based on Kimley-Horn's knowledge, information and belief, and will state whether in Kimley-Horn's opinion Contractor's work has progressed to the point indicated, subject to any qualifications stated in the recommendation. For unit price work, Kimley-Horn's recommendations of payment will include determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests. Kimley-Horn's recommendations will not be a representation that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work, or involved detailed inspections.

H. **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 except for those identified on a final punch list.

I. **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 so that Kimley-Horn may recommend final payment to Contractor. Accompanying the recommendation for final payment, 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.

J. **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) St. Johns River Water Management District (SJRWMD)
- 3) Florida Department of Environmental Protection (FDEP)/US Army Corps of Engineers

## Task 2 – Additional Services

Under this Task, Kimley-Horn has, or will, provide Additional Services pertaining to the Project.

- A. Preparation and issuance of unanticipated Navigation Plan permit through Alachua County. Preparation of Navigation Plan. Processing of permit with Alachua County.
- B. Additional coordination and assistance with sinkhole assessment and remediation. Review and coordination with geotechnical engineer and County. Preparation of updated plans.
- C. Additional coordination and assistance with Duke Energy system design and relocation. Preparation of updated plans. Meetings and assistance.
- D. Additional coordination and assistance with the site contractor regarding design and shop drawing approval of the dock and bulkheads.
- E. Prepare technical report and specification for recommended minimum pile depth for the dock pilings.
- F. Preparation of cost estimating for Phase 2 parking area.

## **Additional Services**

Services not specifically listed in the scope of services above are not included but can be provided as additional services if authorized by the County. Compensation for additional services will be agreed to prior to performance.

## **Schedule**

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

## **Fees**

Kimley-Horn will provide the services described in the Scope of Services for the lump sum fee of \$45,085.00. A breakdown of fees is provided in the attached TABLE A.

Attachments: TABLE A – Cost Estimate for Service

MARION COUNTY, A POLITICAL  
SUBDIVISION OF FLORIDA

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

KIMLEY-HORN AND ASSOCIATES, INC.

BY:   
Richard V. Busche, PE

TITLE: Senior Vice President

DATE: October 20, 2025

TABLE A  
COST ESTIMATE FOR SERVICES

PROJECT: TO 35\_HEAGY BURRY ADDITIONAL SERVICES

CLIENT: MARION COUNTY OFFICE OF THE COUNTY ENGINEER

KH PM: RICHARD V. BUSCHE, PE

BASIS FOR ESTIMATE: RFQ 23Q-087 COUNTY-APPROVED HOURLY RATES; CIVIL/SITE ENGINEERS FOR MISC PROJECTS

DATE:

OCTOBER 2025

		DIRECT LABOR (MAN-HOURS)										
TASK ID	TASK DESCRIPTION	Principal Engineer	Project Manager (Registered)	Project Engineer (Registered)	Staff Engineer	CEI Inspector	CADD Designer	CADD Technician	Clerical	Labor Hours	SUB (\$)	Labor Total
1	ADDITIONAL CONSTRUCTION PHASE SUPPORT SERVICES	\$245.00	\$210.00	\$170.00	\$125.00	\$90.00	\$110.00	\$90.00	\$60.00			\$ 23,350
2A	ALACHUA COUNTY NAVIGATION PERMIT	10.0	20.0	20.0	40.0	30.0	40.0		20.0	180.0		\$ 3,270
2B	SINKHOLE COORDINATION	2.0	4.0		8.0				6.0	26.0		\$ 3,390
2C	ADDITIONAL COORDINATION - DUKE REDESIGN	6.0	8.0						4.0	18.0		\$ 4,700
2D	RAMP DESIGN COORDINATION	2.0	8.0		10.0		4.0	4.0	8.0	36.0		\$ 4,270
2E	DOCK DESIGN ADDITIONAL SERVICES	6.0	8.0		8.0				2.0	24.0		\$ 3,960
2F	PHASE 2 COST ESTIMATING	2.0	10.0		10.0				2.0	24.0		\$ 2,145
	TOTALS:	29.0	62.0	20.0	84.0	30.0	46.0	8.0	43.0	322.0	\$ -	\$ 45,085.00
											Grand Total:	\$ 45,085.00