

CHANGE ORDER FORM

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

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

Date: 4/30/2026 Department: Office of County Engineer Change Order #: 1

Additional Days Only

Is Board Action Required? Yes

Contractor/Vendor (Name & Address):

Bid/Contract/Quote Number & Project Title:

Tillman & Associates Engineering LLC
1720 SE 16TH AVE STE 100
OCALA FL 34471

16Q-052-Marion Oaks Manor Ext.

PO Number: 2501171

GL Account Number (ORG/OBJECT):

VJ38541-563220

Contract Amount: \$ 627,029.00

Project Account Number (If applicable):

STC073890 CIP TRANSP NEWINF DES 738

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

Requesting Amount of Contingency:

Is the change order amount from Contingency? Yes No

JUSTIFICATION & DESCRIPTION OF CHANGE

This Change Order adds professional engineering services for the Marion Oaks Manor Extension project for Marion County to advance the project from the PD&E phase to a 30% Plan Design level in support of future Design-Build procurement. The added scope includes development of 30% roadway plans, integration of environmental commitments, utility and structural coordination, and preparation of a Basis of Design Report and planning-level cost estimate. The negotiated fee for these additional services is \$1,117,269.00. The 30% design will occur simultaneously with the current PD&E services.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount: _____ \$627,029.00

Current Ordered Amount (Not the balance): _____ \$627,029.00

The PO will be increased/decreased by this change order in the amount of: _____
(Do not put contingency amount) Increase Decrease \$ 1,117,269.00

The new PO amount including this change order will be: _____
(PO amount will not change if it comes from contingency)(auto calculated) \$1,744,298.00

Contract time will be Increased/decreased by _____ DAYS 0

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

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

Approval:

BCC Approval (when applicable):

Douglas A. Hunter 4/30/26
Director/Designee Date

Chairman, BCC Date

Project Mgr. Date

Attest: Clerk of Court Date

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

County Administrator Date

Procurement: Date

Reset Form

Email Form