



### TASK ORDER NUMBER 30

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: Evaluation and Appraisal Report (EAR) based Comprehensive Plan Amendments

Project Manager: Blair Knighting, AICP

#### ***Project Understanding***

1. Under a prior Task Order Kimley-Horn provided professional services to assist the County with preparation of the Evaluation Appraisal Report (EAR) for the County’s Comprehensive Plan.
2. The County has now requested that Kimley-Horn provide professional consulting services to prepare the Marion County EAR based Comprehensive Plan Amendments as mandated by Florida State Statutes (F.S.) Chapter., and as desired by the Board of County Commissioners (BOCC), and as detailed in the below Scope of Services.
3. The proposed amendments must be transmitted to the State no later than February 1, 2026.

#### ***Scope of Services***

##### Task 1 – Meetings and Coordination

- A. Progress Meetings. Kimley-Horn will meet with County staff and Administration regularly throughout the Project’s lifetime. Kimley-Horn will work with the County to define the objectives and prepare a finalized schedule. Kimley-Horn will facilitate a project progress call once a week with County staff to review the work assignments, project status, and similar through the end of this assignment (February 2026). Kimley-Horn will attend up to three full days of one-on-one meetings with Administration and Commissioners during the execution of this Agreement.
- B. Deliverables:
  - 1) Project Schedule
  - 2) Weekly focused calls between Kimley-Horn and Growth Services to discuss the Project. Kimley-Horn will prepare materials for these meetings and conduct reviews of draft language with staff and Administration (when in attendance).

##### Task 2 – Workshop Preparation, Board of County Commissioners Workshops, and Redline Comprehensive Plan Elements

- A. Board of County Commissioners (BOCC) Workshop Preparation. During the EAR project in 2024, the BOCC indicated there were several topics that required more discussion and targeted workshops. These workshops will require extensive preparation and lengthy in-depth meetings with subject matter experts from both the Kimley-Horn team and County staff. Kimley-Horn will prepare materials as needed for these Workshops, which will generally include preparation of presentation materials (including exhibits to help illustrate the topics), redline edits to the current Comprehensive Plan policies, and advance meetings with staff and Administration as needed.
- B. BOCC Workshops. The BOCC wishes to conduct a series of targeted workshops. Kimely-Horn will participate in up to ten (10) targeted workshops with the BOCC to address topics raised during the EAR process and proposed Comprehensive Plan amendment language.

At each workshop, Kimley-Horn will present draft language for edits to the Comprehensive Plan Goals, Objectives, and Policies (GOPs), which will be discussed and endorsed by the BOCC. Based on the information and policy guidance obtained from the EAR project in 2024, Kimley-Horn will draft proposed Comprehensive Plan text amendments in strike-through and underlined format. The proposed amendments shall include Goals, Objectives, and Policies that satisfy the requirements of Chapter 163, Part 11, F.S. Kimley-Horn will provide all the changes to County staff for review and input

- C. Following the conclusion of all workshops, the County staff will be responsible for the final review of all Comprehensive Plan edits and compiling and submitting one set of review comments to Kimley-Horn. Kimley-Horn will then make one final round of revisions based on comments from County staff.
- D. If there is a reduction in the number of workshops with the BOCC, Kimley-Horn will provide a change order to County to reflect this reduction in effort.
- E. Deliverables
  - 1) PowerPoint Presentation for each workshop
  - 2) Redlined Comprehensive Plan GOPs edits for consideration by the BOCC at each Workshop
  - 3) Preparation of one redline version of the Goals, Objectives, and Policies (GOPs) of the Comprehensive Plan.

### Task 3 – Public Engagement Open Houses

- A. Open House Meetings. Following the BOCC workshops, Kimley-Horn will attend two County-facilitated open house meetings with the community to showcase the recommended changes related to the Comprehensive Plan. Each open house meeting will be scheduled for two hours in length, with one additional hour for Kimley-Horn to prepare with the County. Kimley-Horn will send two professionals to attend each meeting. The County will be responsible for securing the location of each meeting and for public notice.
- B. Kimley-Horn will host one virtual open house via Zoom or similar web-based meeting platform to engage the public on the proposed changes in addition to the in-person open houses.
- C. Kimley-Horn will prepare one agenda, PowerPoint presentation, and boards for each open house. The presentation will be shared with the County for their review and comment. Kimley Horn will update the presentation and deliver a final draft to the County for use during the open houses.
- D. The County will be responsible for updating the Project Website with the open house information. Kimley-Horn will provide the materials prepared for the workshop for the County to upload.
- E. Following the completion of the Public Open House meetings, Kimley-Horn will prepare for and participate in one workshop with the BOCC to discuss the final redline version of the Comprehensive Plan changes. Kimley-Horn will complete one final round of revisions based on BOCC comments.
- F. If there is a reduction in the number of open houses, Kimley-Horn will provide a change order to County to reflect this reduction in effort.
- G. Deliverables:
  - 1) PowerPoint Presentation
  - 2) Participation in two open house meetings

- 3) Participation in one virtual open house meeting
- 4) Presentation Boards
- 5) Preparation of one redline version of the Goals, Objectives, and Policies (GOPs) of the Comprehensive Plan based on Public feedback and BOCC feedback.

#### Task 4 – Public Hearings for the Comprehensive Plan (Transmittal)

This Task assumes Marion County staff will take the lead for the preparation and will conduct the transmittal hearing. The Kimley-Horn project manager will attend the hearing for general support.

- A. Public Hearings. One (1) Kimley-Horn member will attend the EAR based amendments transmittal hearing for the Comprehensive Plan.
- B. Deliverables:
  - 1) Attend to the Planning and Zoning Commission (LPA).
  - 2) Attend to the County Commission for the transmittal hearing.

#### Task 5 – Public Hearing for the Comprehensive Plan (Adoption)

This Task assumes Marion County staff will take the lead for the preparation and will conduct the adoption hearing. The Kimley-Horn project manager will attend the hearing for general support.

- A. After the transmittal of the Comprehensive Plan to FloridaCommerce, Kimley-Horn will be available to County staff to address any comments FloridaCommerce may have regarding the revisions. Kimley-Horn will be available to coordinate with any State agencies who may provide comments or objections to the transmittal of the redlined Comprehensive Plan.
- B. One (1) Kimley-Horn member will attend the EAR based amendments adoption hearing for the Comprehensive Plan.
- C. Deliverables
  - 1) On-hand support for comment responses to State Agencies after transmittal.
  - 2) Attend one time to the BOCC for the adoption hearing.

#### Task 6 – Final Draft of the Comprehensive Plan

- A. Final Draft Comprehensive Plan. Based on all previous tasks, the public hearings, the State's comments, and final BOCC comments Kimley-Horn will provide proposed Comprehensive Plan text amendments in a clean final copy. The proposed amendments shall include Goals, Objectives, and Policies that satisfy the requirements of Chapter 163, Part 11, F.S. Kimley-Horn will provide all of the changes to County staff for final review and input with up to one round of revisions to the final changes based upon this review.
- B. Kimley-Horn will ensure the PDF version of the Final Comprehensive Plan is in compliance with the American Disabilities Act (ADA). Kimley-Horn will provide the final copy to county staff to send to the State. Kimley-Horn will provide general assistance as needed when staff is coordinating with the State on the final copy.
- C. Deliverables:
  - 1) Final clean version of the Comprehensive Plan in compliance of the American Disabilities Act (ADA).

**Additional Services If Required**

Services requested that are not specifically included will be provided under a new and separate IPO agreement or can be performed on an hourly basis upon written authorization.

**Schedule**

Kimley-Horn will provide the above Scope of Services as expeditiously as practicable to meet a mutually agreeable schedule.

**Fee and Billing**

Kimley-Horn will perform the scope of services for the fees for the lump sum fee of \$236,425. A breakdown of fees is shown in the attached TABLE A.

<i>Description</i>	<i>Lump Sum Fees</i>
Task 1 – Meetings and Coordination	\$50,900
Task 2 – Workshop Preparation, BOCC Targeted Workshops, and Comp Plan Redlines	\$124,175
Task 3 – Public Engagement Open Houses	\$34,700
Task 4 - Public Hearings for the Comprehensive Plan (Transmittal)	\$2,100
Task 5 – Public Hearings for the Comprehensive Plan (Adoption)	\$4,200
Task 6 – Final Draft Comprehensive Plan	\$18,350
Expense Allowance	\$2,000
<b>Total Lump Sum Fees:</b>	<b>\$236,425</b>

MARION COUNTY, a political subdivision  
of the State of Florida

KIMLEY-HORN AND ASSOCIATES, INC.

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

BY:   
Richard V. Busche, P.E.

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

TITLE: Senior Vice President

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

DATE: January 21, 2025

**TABLE A  
COST ESTIMATE FOR SERVICES**

PROJECT: TASK ORDER 30\_EAR BASED COMPREHENSIVE PLAN AMENDMENTS

DATE: JAN 2025

CLIENT: MARION COUNTY OFFICE OF THE COUNTY ENGINEER

KH PM: BLAIR KNIGHTING, AICP

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

		DIRECT LABOR (MAN-HOURS)								Labor Hours	SUB (\$)	Labor Total
		Principal Engineer	Project Manager (Registered)	CADD Designer	GIS Technician	Senior Planner	Planner	Clerical				
TASK ID	TASK DESCRIPTION	\$245.00	\$210.00	\$110.00	\$90.00	\$130.00	\$100.00	\$60.00				
1	MEETINGS AND COORDINATION	80	100				100	5	285		\$ 50,900	
2	PREP, BOCC TARGETED WORKSHOPS, AND REDLINE COMP PLAN	125	260	5	40	40	260	60	790		\$ 124,175	
3	PUBIC ENGAGEMENT OPEN HOUSES	20	80	10	30		80	20	240		\$ 34,700	
4	PUBLIC HEARINGS (TRANSMITTAL)		10								\$ 2,100	
5	PUBLIC HEARINGS (ADOPTION)		20								\$ 4,200	
6	FINAL DRAFT COMPREHENSIVE PLAN	10	30	10	10	40		40	140		\$ 18,350	
EXP	EXPENSE ALLOWANCE								0		\$ 2,000	
TOTALS:		235	500	25	80	80	440	125	1455	\$ -	\$ 236,425.00	
<b>Grand Total:</b>										<b>\$</b>	<b>236,425.00</b>	

## 2025 Marion County BCC Targeted Workshop Schedule

	Workshop 1:	Workshop 2:	Workshop 3:	Workshop 4:	Workshop 5:
Day	Thursday	Monday	Tuesday	Thursday	Tuesday
Date	2/6/2025	2/24/2025	3/11/2025	3/27/2025	4/1/2025
Topic(s)	FAR Cluster Density Bonus	Step Down Approaches, RAC Protection of Rural Land & Neighborhoods	Transportation LOS	Landfills & Solid Waste Special Uses, Overlay Zones	Density PSA Workshop
Redline Review(s)	Economic Element Redline Potable Water Element Redline	CIE Redlines Intergovernmental Element	Transportation Element	Solid Waste Element Sanitary Sewer Element	FLU Element Redlines Housing Element Redlines

  

	Workshop 6:	Workshop 7:	Workshop 8:	Workshop 9:	Workshop 10:
Day	Monday	Thursday	Wednesday	Monday	Monday
Date	4/21/2025	5/1/2025	5/14/2025	6/9/2025	6/23/2025
Topic(s)	TDR process	Park LOS Open Space/Active Rec	Definitions Concurrency	Final Recap	Contingency Hold
Redline Review(s)	Property Rights Element	Rec. & Open Space Element Conservation Element	Stormwater Element Aquifer Recharge element		

