



# Marion County Board of County Commissioners

## Procurement Services

2631 SE Third St.  
Ocala, FL 34471  
Phone: 352-671-8444  
Fax: 352-671-8451

## 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.

Date 06/19/2024 Department Facilities Management Change Order # 1

Additional Days Only Is Board Action Required? Yes

Bid/Contract/Quote Number & Project Title:  
23Q-012 Consolidated Fleet Facility

Vendor (Name & Address):  
**RISPOLI & ASSOC ARCHITECTURE INC**  
114 SOUTH MAGNOLIA AVE  
OCALA, FL 34471

Project Code: FLC000001

PO Number: 02301247

Contract Amount: 999550.00

GL Account Number (ORG/OBJECT):  
AA722519 - 562102

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

Contingency Amount (if requesting use):

Is the change order amount from Contingency? Yes  No

### DESCRIPTION OF CHANGE

The A&E is providing extra services due to the expanded project scope, which was adjusted to meet the future requirements of the facility. Additional services include Parking Demand Analysis, civil engineering infrastructure to include plans for the OCE Pole Barn addition, and additional geotechnical services for the OCE Pole Barn.

\* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE

Original PO Amount:	\$999,550.00
The Current PO Amount (includes all previous change orders):	\$999,550.00
The PO will be increased/decreased by this change order in the amount of: (Do not put contingency amount)	Increase <input checked="" type="checkbox"/> Decrease <input type="checkbox"/> \$95,340.00
The new PO amount including this change order will be: (PO amount will not change if it comes from contingency)(auto calculated)	<b>\$1,094,890.00</b>

Contract time will be Increased/decreased by	DAYS	
Prior Substantial Completion Date		Revised Substantial Completion Date
Prior Final Completion Date		Revised Final Completion Date

### Approval:

### BCC Approval (when applicable):

Department Head [Signature] Date 6-20-2024

Chairman, BCC \_\_\_\_\_ Date \_\_\_\_\_

Asst. Co. Administrator: (If Applicable) \_\_\_\_\_ Date \_\_\_\_\_

Attest: Clerk of Court \_\_\_\_\_ Date \_\_\_\_\_

Project Mgr. Mike Bates Date 6-20-2024

County Administrator \_\_\_\_\_ Date \_\_\_\_\_

Procurement: \_\_\_\_\_ Date \_\_\_\_\_

April 19<sup>th</sup>, 2024

CONTRACT # 23Q-012

Facilities Management

James Huber

james.huber@marionfl.org

Nicole Sherman

Nicole.sherman@marioncountyfl.org

2602 SE 8<sup>th</sup> Street

Ocala, Florida 34471

Re: Marion County Consolidated Fleet Facility, located at: Parcel ID Number 21448-001-00 – Additional Services: Pole Barn/PEMB – CIVIL ENGINEERING

Rispoli & Associates Architecture, Inc. (RAA) and associated consultants shall provide Additional services to the above mentioned project as follows:

Consolidated Fleet Facility new Pole Barn/PEMB:

- Interior storage area (AC Area) 3,500 sq. ft.
- Outside covered storage area 2,900 sq. ft.

**Grand Total: 6,400 sq. ft.**

- Total area within fence: 26,500 sq. ft.

SUMMARY	
Task 1: Additional Civil Engineering Services (See attached proposal from Kimley Horn)	\$ 24,900.00
Task 2: Architectural Coordination Fee	\$ 2,490.00
<b>TOTAL FEE FOR ADDITIONAL SERVICES ABOVE:</b>	<b>\$ 27,390.00</b>

**PAYMENT SCHEDULE**

Payment will be due and payable upon receipt of the Statements or per Marion Co. policy.

If this proposal meets with your approval, please execute a notice to proceed and purchase order as required.

Thank you for your consideration.

Sincerely,

  
Joseph Rispoli, AIA,  
AR95439, Architect  
Architect, AR95439  
Project Architect/Manager  
(352) 620-0909  
email: joe@rispoliarchitect.com

114 South Magnolia Avenue, Ocala, Florida 34471 | (352) 620-0909

www.rispoliarchitect.com | email: joe@rispoliarchitect.com

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RISPOLI & ASSOCIATES ARCHITECTURE, INC.

January 31<sup>st</sup>, 2024 (REVISED) May 10, 2024

**CONTRACT # 23Q-012**

**PURCHASE ORDER # 202301247**

**Facilities Management**

**James Huber**

james.huber@marionfl.org

**Nicole Sherman**

Nicole.sherman@marioncountyfl.org

**2602 SE 8<sup>th</sup> Street**

**Ocala, Florida 34471**

**Re: Marion County Consolidated Fleet Facility, located at: Parcel ID Number 21448-001-00 – Additional Services: Building Size Increase**

**Rispoli & Associates Architecture, Inc. (RAA) and associated consultants shall provide Additional Services for the above-mentioned project as follows:**

**Contract # 23Q-012 "Excerpt"**

"Rispoli & Associates Architecture, Inc. (RAA) in associations with HDR Consultants (HDR) and OCI consulting MEP-FP-IT (OCI) and Structures International (S-Int) Structural Engineers and Kimley Horn (KH) for Civil Engineering shall provide Architectural/Engineering Construction documents for the above-mentioned project. The project is based on up to 50,000 sq. ft. of new facility area.

If the County increases proposed building area or scope stated above, the A/E fees shall increase proportionately."

**Consolidated Fleet Facility area increase:**

- Project Based on up to: 50,000 sq. ft. New increased scope of work:
- Approved at 77,420 sq. ft. (A 55% increase) Total Building Area.
- Proposed plan changes include:
  - Task 1: Increased efforts for architectural construction documents for the increased areas and additional efforts in coordination between all disciplines
  - Task 2: Increased efforts for mechanical, electrical, plumbing, and fire protection design and engineering
  - Task 3: Increased efforts for Structural engineering for additional areas
- Area increase is due to the following areas:
  - Main Building 58,562 + Service writer canopy 3,658 = 62,220 sq. ft.
  - Fuel Island canopy: 1,500 sq. ft.
  - Fuel Support Building: 200 sq. ft.
  - Lift station: 625 sq. ft.
  - ISO: 2,000 sq. ft.
  - Spare Apparatus Open Bays no. 1 area 6,000 sq. ft.
  - Spare Apparatus Open Bays no. 2 area 4,875 sq. ft.
  - Grand Total: 77,420 sq. ft.

114 South Magnolia Avenue, Ocala, Florida 34471 | (352) 620-0909

www.rispoliarchitect.com | email: joe@rispoliarchitect.com

**Purchase Order # 202301247**

**Contract # 23Q-012**

**Re: Marion County Consolidated Fleet Facility, located at: Parcel ID Number  
21448-001-00 – Additional Services: Size Increase**

SUMMARY		
Task 1: Additional Architectural Services		\$25,400.00
Task 2: Additional Mechanical, Electrical, Plumbing, Fire Protection Engineering Services		\$28,050.00
Task 3: Additional Structural engineering services	\$17,600.00	\$14,500.00
<b>TOTAL FEE FOR ADDITIONAL SERVICES ABOVE:</b>	<b>\$71,050.00</b>	<b>\$67,950.00</b>

**TIME LINE**

We anticipate the addition of 4 weeks to the overall design schedule, but we will strive to complete the project as soon as possible.

**PAYMENT SCHEDULE**

Payment will be due and payable upon receipt of the Statements or per Marion Co. policy.

If this proposal meets with your approval, please execute a notice to proceed and modified purchase order as required.

Thank you for your consideration.

Sincerely,



Joseph Rispoli, AIA,  
Architect, AR95439

**Project Architect/Manager**  
**(352) 620-0909**  
**email: [joe@rispoliarchitect.com](mailto:joe@rispoliarchitect.com)**

**RISPOLI & ASSOCIATES ARCHITECTURE, INC.**