



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 07/29/2026 Department Utilities Change Order # 1

☐ Additional Days Only

Is Board Action Required? No

Bid/Contract/Quote Number & Project Title:
25Q-106-TO

Contractor/Vendor (Name & Address):

CPH Consulting, LLC
1117 E Robinson St
Orlando, FL 32801

PO Number: 2601169

Contract Amount: _____

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

Is the change order amount from Contingency? Yes ☐ No ☒

GL Account Number (ORG/OBJECT):

ZF445535 - 531109 *[Signature]*

Project Account Number (If applicable): _____

Requesting Amount of Contingency: _____

JUSTIFICATION & DESCRIPTION OF CHANGE

Florida Department of Environmental Protection (FDEP) requested a comprehensive headworks analysis of the Silver Springs Shores Water Reclamation Facility after receiving the first analysis. Vendor to prepare the report for submittal to FDEP.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount: _____

\$35,890.00

Current Ordered Amount (Not the balance): _____

\$35,890.00

The PO will be increased/decreased by this change order in the amount of:
(Do not put contingency amount)

Increase ☒

Decrease ☐

\$49,835.00

The new PO amount including this change order will be:

(PO amount will not change if it comes from contingency)(auto calculated)

\$85,725.00

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):

[Signature]
Director/Designee

8/3/26
Date

Chairman, BCC

Date

Project Mgr.

Date

Attest: Clerk of Court

Date

Administration (If Applicable)

Date

County Administrator

Date

Procurement:

Date

Revised 7/2024

June 19, 2026

Kevin Atchley, P.E.
Interim Assistant Director of Engineer
Marion County Board of County Commissioners
11800 SE US Hwy 441
Bellevue, FL 34420



1117 East Robinson St.
Orlando, FL 32801
Phone: 407.425.0452
Fax: 407.648.1036

RE: Proposal for Comprehensive Headworks Analysis of Silver Springs Shores WRF

Dear Mr. Atchley:

Attached please find our proposal to conduct a Comprehensive Headworks Analysis for the Silver Springs Shores WRF (SSS WRF). The Comprehensive Analysis will build on the work completed as part of the Abbreviated Headworks Analysis and includes:

- An Industrial User Survey and Inventory Update
- Creation of a Plan of Study and Submittal to FDEP
- Data Collection and Review
- Updates to the MAHL and MAIL calculations
- Comparison of actual loadings to potential
- A summary report of the findings

Additional detail for each Task is provided in the scope of services below.

Scope of Services

Task 1.0 Industrial User Survey and Inventory Update:

- a. CPH shall meet with MCU to discuss the existing significant industrial users (SIU) and potential unknown Industrial Users as defined in subsection 65-625.200(25) F.A.C. Methods for identifying potentially unknown users include water and sewer billing records, MCU staff knowledge, recent business applications, Fire Department records, etc. The results of the discussion and analysis of available data will be utilized to create an updated master list of industrial users. The list will include industrial users currently subject to the existing Industrial Pretreatment Program (IPP) and those not subject to the IPP. CPH shall provide the updated master list to the County in an Excel database format.
- b. CPH will assist the County in assembling an Industrial User Survey and cover letter based on FDEP's short form Industrial Pretreatment Program Questionnaire for distribution to the master list of industrial users by the County. CPH will support follow-up coordination; however, primary responsibility for distribution and response collection remains with the County.
- c. CPH will compile the returned IU survey data into an Excel database and provide a copy for County use.

Task 2.0 Plan of Study:

- a. CPH will utilize the list of pollutants of concern (POC) identified in the Abbreviated Headworks Analysis as the basis for the Plan of Study. Any additional POC's potentially identified in the Industrial User Survey task will also be considered.

- b. CPH will develop a Sampling and Analysis plan (SAP) for SSS WRF's influent, effluent, biosolids, and select collection system locations. The SAP shall be developed in accordance with FDEP's requirements and Plan of Study checklist format. Sampling frequency and duration will be defined in the approved Plan of Study. The Plan of Study will include a proposed schedule for sampling, analysis, and results submittal to FDEP.
- c. CPH will assist the County with RAI from FDEP following their review of the Plan of Study. Up to two RAI responses are included.
- d. CPH assumes County staff or a third party shall collect the data in accordance with the approved Plan of Study. The samples shall be evaluated by a NELAC-certified laboratory capable of meeting FDEP MDL/PQL requirements. No sampling or laboratory testing is included in CPH's proposal.

Task 3.0 MAHL and MAIL Updates and Summary Technical Report:

- a. CPH shall review, process, and analyze the testing information collected and update the MAHL and MAIL calculations completed in the Abbreviated Headworks Analysis versus actual loading for current and future flows. Calculations will be performed in accordance with EPA local limits guidance and applicable FDEP requirements.
- b. The results of the Industrial User Survey, sampling collection and analysis, and updates to MAHL and MAIL calculations shall be summarized into a Technical Report. The report will include:
 - Executive summary
 - Data evaluation
 - MAHL/MAIL calculations
 - Local limits assessment
 - Recommendations for local limits revisions if necessary

Task 4.0 Project Management and Review Meetings:

- a. CPH will hold a review meeting with the County to discuss the report and review comments. CPH assumes the meeting will be held virtually. CPH will create a Comment Log to track and respond to comments. The report will be updated per the comments and a final version submitted to the County.
- b. CPH has included time for general project management and miscellaneous project administration time.

Services that can be provided for an additional fee:

- Sampling collection and laboratory testing
- Legal authority assistance
- Preparation and development of new local limits for submittal to FDEP
- Services related to the development of new Industrial Pretreatment Programs such as industrial user permitting programs, monitoring and reporting requirements, or enforcement response plans.

Compensation

The fee basis for Tasks 1 through 4 will be Lump Sum. The total fee for the Scope of Services described herein is \$49,835.00. The breakdown of the estimated hours and compensation for the Scope is provided in Table 1. CPH's rates are further defined in Table 2.

Project Schedule

The work effort will be based on the design preliminary schedule provided below.

Task	Duration (Weeks)	Weeks After Notice to Proceed
Industrial User Survey and Inventory Update	8	8
Plan of Study Creation and Submittal to FDEP (concurrent with IU Survey)	6	8
FDEP Plan of Study Review	12	20
Sample Collection and Analysis	12	32
MAHL/MAIL Analysis and Technical Report	6	38

We appreciate the opportunity to provide our continuing engineering services to Marion County, and we look forward to working with you and your staff. If you have any questions, or if you need any additional information, please do not hesitate to call.

Sincerely,

CPH Consulting, LLC.



Scott A Breitenstein, P.E.
Program Manager

FEE ESTIMATE
Table 1

Marion County
SSS WRF Comprehensive Headworks Analysis

TASK NO.	TASK DESCRIPTION	LABOR CATEGORIES & HOURLY RATES						CPH Total Hours Per Task	CPH Subtotal
		Principal Engineer	Sr. Professional Engineer	Engineer III	Engineer I	GIS Specialist	Clerical		
		\$285.00	\$245.00	\$170.00	\$150.00	\$90.00	\$60.00		
1.0	Industrial User Survey and Inventory Update								
a.	Industrial User Database Update	4	8	4	16	8		40	\$6,900.00
b.	Industrial User Survey and Cover Letter	1	2	1	4		2	10	\$1,665.00
c.	Compilation of Industrial User Responses	1	4	12	4			21	\$3,905.00
2.0	Plan of Study								
a.	POC List Development		1	2	2			5	\$885.00
b.	Sampling and Analysis Plan	4	16	4	24	8	1	57	\$10,120.00
c.	Respond to FDEP RAI's	1	4		8			13	\$2,465.00
3.0	MAHL and MAIL Updates and Summary Technical Report								
a.	Data Processing and MAHL and MAIL Updates	4	8	4	20		2	38	\$6,900.00
b.	Technical Report	4	12	8	28	4	4	60	\$10,240.00
4.0	Project Management and Review Meetings								
a.	Technical Report Review Meeting and Report Updates	4	6	2	8		2	22	\$4,270.00
b.	Project Management	1	8				4	13	\$2,485.00
	TOTAL	24	69	37	114	20	15	279	\$49,835.00

RATE SCHEDULE
Table 2

Marion County Continuing Rates

CPH Continuing Rates			
Principal Engineer Sr.	\$285	Landscape Architect	\$160
Sr. Professional Engineer/Sr. Project Engineer	\$245	Sr. Inspector	\$150
Project Engineer (Registered) Engineer III	\$170	Inspector	\$90
Staff Architect	\$200	Field Services Technician	\$90
Staff Environmental Engineer	\$160	Principal (Sr) CADD Designer	\$170
Staff Construction Engineer	\$160	CADD Designer	\$110
Engineer Scientist Engineer II	\$160	CADD Tech GIS Specialist	\$90
Engineer Intern Engineer I	\$150	Permit Coordinator	\$120
Project Manager (Registered)	\$210	Clerical	\$60