

## 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: 5/15/2025 Department: Office of County Engineer Change Order #: 1

Additional Days Only Is Board Action Required? \_\_\_\_\_

Bid/Contract/Quote Number & Project Title:  
24Q-226 CROSS FLORIDA GREENWAY TRAIL TIP000024

Contractor/Vendor (Name & Address):  
 Kimley Horn  
 1700 SE 17TH ST  
 SUITE 200  
 OCALA FL 34471

PO Number: 2401732

Contract Amount: \$ 822,295.18

GL Account Number (ORG/OBJECT):  
BL760541 - 563220

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

Project Account Number (If applicable): \_\_\_\_\_

Is the change order amount from Contingency? Yes  No

Requesting Amount of Contingency:  
\$ 0.00

**JUSTIFICATION & DESCRIPTION OF CHANGE**

Kimley-Horn will conduct a Cultural Resource Assessment Survey (CRAS) as part of FDOT's requirements for this project. This will help identify potential archaeological sites or historic resources within the project area. The CRAS will follow Division of Historical guidelines to identify any unrecorded cultural resources and assess their eligibility for NRHP listing. The CRAS is an addition to the existing scope.

\* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE\*

Original Ordered Amount: \_\_\_\_\_ \$822,295.18

Current Ordered Amount (Not the balance): \_\_\_\_\_ \$822,295.18

The PO will be increased/decreased by this change order in the amount of: \_\_\_\_\_  Increase  Decrease \$ 15,730.00  
 (Do not put contingency amount)

The new PO amount including this change order will be: \_\_\_\_\_ \$838,025.18  
 (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:**

Douglas R. Hinton 5/15/25  
 Director/Designee Date

John D. ... 5/15/25  
 Project Mgr. Date

**BCC Approval (when applicable):**

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

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

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

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

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