HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

**PURCHASE ORDER-CHANGE NO.** 24000734-2



VENDOR
rsch-awards@usf.edu
101107
UNIVERSITY OF SOUTH FLORIDA
3702 SPECTRUM BLVD STE 165
TAMPA FL 33612

SHIP TO
DEPARTMENT OF PUBLIC WORKS
ROAD MAINTENANCE
1525 EAST JEFFERSON STREET
BROOKSVILLE FL 34601



| ORDER DATE: 03/28/24 | BUYER: GLIM | REQ. NO.: RQ240827 | REQ. DATE: |
|---|---|---|---|
| TERMS: NET 30 DAYS | F.O.B.: FOB DESTINATION | DESC.: 24-A0153/EK T/O # 2024-1 | |

| ITEM# | QUANTITY | UOM | DESCRIPTION | UNIT PRICE | EXTENSION |
|---|---|---|---|---|---|

This Purchase is in accordance with Hernando County Contract No.24-A0153/EK, BOCC Approved on: 01/09/2024, Doc ID No. 13398 and Task Order No. 2024-1 Project Development and Technical Support. The Contract Terms and Conditions apply, and the Purchase Order Terms and Conditions do not apply to this purchase. This Contract No. 24-A0153/EK will expire on 1/8/2026.
The County Contact Person is Georgia Lim, Phone Number: (352) 540-6963
The Contractor Contact is Martin Catala, Phone Number: (813) 974-9791.
Email: catala@usf.edu
GRANT: S5307 FL-2021-082 GMS 446 34001

*This CO was incorrectly entered under this PO # LB

8/8/24 Change Order No 1 - MP
Contract #: 18-R00045 Contract Name: Continuing Professional Engineering Services
Grant: No Task Order #67
CO #1 is requested to extend the PO23000734 220 days due to the original NTP did not have the completion date the same as the construction contract, please add 220 days so both contracts end at the same time.
Current Substantial Completion date: 7/10/2024
New Substantial Completion date: 2/15/2025
Current Final Completion date: 8/9/2024

| ITEM# | ACCOUNT | AMOUNT | PROJECT CODE | PAGE TOTAL $ |
|---|---|---|---|---|
| | | | | **TOTAL** $ |



**SEE TERMS AND CONDITIONS ON REVERSE SIDE** **APPROVED BY:** Carla Rossiter-Smith
CHIEF PROCUREMENT OFFICER

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| | $ 500,000 policy limit |
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| Of Subrogation) | $ 1,000,000 Each Occurrence |
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| ITEM# | QUANTITY | UOM | DESCRIPTION | UNIT PRICE | EXTENSION |
|---|---|---|---|---|---|
| | | | New Final Completion date: 3/17/2025<br><br>02/17/2025 Change Order No. 2 - JAC<br><br>ADD LINE TO CHANGE ORDER:<br>CONTRACT#24-A0153/EK GRANT GMS 446<br>CO # 2 IS TO ADD FOUR (4) SUBTASK 1 ± TITLE VI PLAN<br>ADD LINE: 2 $14,303.80; NEW LINE TOTAL $14,303.80<br>DEPT 34001 ACCOUNT 5303107 LINE #2 $14,303.80<br><br>CO # 2 IS TO ADD FOUR (4) SUBTASK 2 ± MAPPING ±<br>GRAPHICS-MARKETING NEEDS<br>ADD LINE: 3 $17,225.50; NEW LINE TOTAL $17,225.50<br>DEPT 34001 ACCOUNT 5303107 LINE #3 $17,225.50<br><br>CO # 2 IS TO ADD FOUR (4) SUBTASK 3 ± GRANT<br>APPLICATION ASSISTANCE<br>ADD LINE: 4 $8,380.80; NEW LINE TOTAL $8,380.80<br>DEPT 34001 ACCOUNT 5303107 LINE #4 $8,380.80<br><br>CO # 2 IS TO ADD FOUR (4) SUBTASK 4 ± GENERAL TRANSIT<br>PLANNING ASSISTANCE<br>ADD LINE: 5 $28,664.38; NEW LINE TOTAL $28,664.38<br>OLD PO TOTAL $89,910.10 NEW PO TOTAL $118,574.47 | | |

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PAGE TOTAL $
**TOTAL** $

PDF Copy

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| ITEM# | QUANTITY | UOM | DESCRIPTION | UNIT PRICE | EXTENSION |
|---|---|---|---|---|---|
| | | | DEPT 34001 ACCOUNT 5303107 LINE #5 $28,664.3 | | |
| 01 | 50000.00 | LOT | T/O # 2024-1 PROJECT DEVELOPMENT AND TECHNICAL SUPPORT | 1.0000 | 50,000.00 |
| 02 | 14303.80 | LOT | ADD FOUR (4) SUBTASK 1 ± TITLE VI PLAN | 1.0000 | 14,303.80 |
| 03 | 17225.50 | LOT | ADD FOUR (4) SUBTASK 2 ± MAPPING ± GRAPHICS-MARKETING NEEDS | 1.0000 | 17,225.50 |
| 04 | 8380.80 | LOT | ADD FOUR (4) SUBTASK 3 ± GRANT APPLICATION ASSISTANCE | 1.0000 | 8,380.80 |
| 05 | 28664.38 | LOT | ADD FOUR (4) SUBTASK 4 ± GENERAL TRANSIT PLANNING ASSISTANCE | 1.0000 | 28,664.38 |

| ITEM# | ACCOUNT | | AMOUNT | PROJECT CODE |
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| 01 | 34001 | 5303107 | 50,000.00 | |
| 02 | 34001 | 5303107 | 14,303.80 | |
| 03 | 34001 | 5303107 | 17,225.50 | |
| 04 | 34001 | 5303107 | 8,380.80 | |
| 05 | 34001 | 5303107 | 28,664.38 | |

| | | |
|---|---|---|
| PAGE TOTAL | $ | 118,574.48 |
| **TOTAL** | $ | 118,574.48 |



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**APPROVED BY:** Carla Rossiter-Smith
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| ITEM# | QUANTITY | UOM | DESCRIPTION | UNIT PRICE | EXTENSION |
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02/17/2025 Change Order No. 2 - JAC

ADD LINE TO CHANGE ORDER:
CONTRACT#24-A0153/EK GRANT GMS 446
CO # 2 IS TO ADD FOUR (4) SUBTASK 1 ± TITLE VI PLAN
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| 02 | .00 | LOT | ADD FOUR (4) SUBTASK 1 ± TITLE VI PLAN | .0000 | .00 |

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PAGE TOTAL $ .00
**TOTAL** $ .00



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### OSHA REQUIREMENT

The Vendor/Contractor or contractor hereby guarantees Hernando County that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Administration Act of 1970, as from time to time amended and in force at the date thereof.

### LEGALLY AUTHORIZED WORKFORCE

VENDOR/CONTRACTOR represents and warrants that VENDOR/CONTRACTOR is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States. VENDOR/CONTRACTOR is encouraged (but not required) to incorporate the IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors. The IMAGE Best Practices can be found on the COUNTY'S website at www.hernandocounty.us/pur/.

### INSURANCE

The Contractor shall maintain in effect at all times during the performance of the services insurance coverage according to the Contract between Contractor and COUNTY. All waiver of subrogation provisions of the Contract apply. In the absence of a current Contract, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless the County agrees in writing to lower limits) and with insurers and under forms of policies satisfactory to COUNTY; Contractor shall endorse Hernando County as an additional insured on the commercial general liability (additional insured shall read "Hernando County Board of County Commissioners); Contractor waives subrogation as to the General Liability policy unless a policy condition prohibits pre-loss waiver of subrogation, in which case Contractor shall request of the insurer that the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others unless such policy prohibits such an endorsement or voids coverage should VENDOR/CONTRACTOR enter into such an agreement on a pre-loss basis.

| Coverage | Minimum Amounts and Limits |
|---|---|
| (a) Worker's Compensation | Statutory requirements at location of work |
| Employer's Liability | $ 100,000 each accident |
| | $ 100,000 by employee |
| | $ 500,000 policy limit |
| (b) Commercial General Liability | $ 2,000,000 General Aggregate |
| (Additional Insured & Wavier | $ 2,000,000 Products-Comp. Ops Agg. |
| Of Subrogation) | $ 1,000,000 Each Occurrence |
| | $ 5,000 Medical Expense |
| (c) Automobile Liability | $ 1,000,000 Combined Single Limit (owned, hired and non-owned) |
| Option of Split Limits: | |
| (1.) Bodily Injury | $ 1,000,000 Per Person or $1,000,000 Per Accident |

# HERNANDO COUNTY
## PROCUREMENT REVIEW FORM

| | |
|---|---|
| Procurement Contact: | Fran Hallet |
| Contract No. and Project Description (Task Order, Quote, & GSM #) | 24-A0153<br>GMS# 446 & TO#1 |
| Vendor Name: | University of South Florida |
| Purchase Order No.: | 24000734 |
| Change Order No.: | Change Order 2 2 |

| | | | |
|---|---|---|---|
| Procurement Agent Review: | Fran Hallet | 12/12/24 | Fran Hallet |
| | Signature | Date | Printed Name |
| Comments: | Change Order # 2 is requesting an increase of $68,574.47 to add additional funds to cover additional expenses.<br><br>No Issues | | |

| | | | |
|---|---|---|---|
| Grant Review: | Mindy Tillis | 02/14/2025 | Mindy Tillis |
| | Signature | Date | Printed Name |
| Comments:<br><br>GMS 446 | CO to increase PO by $68,574.47 for a new total of $118,574.47.<br><br>Purchase is valid and algins with the grant agreement and per BCC approval 01/09/2024. Within performance agreement – 09/24/2021-03/30/2026.<br><br>When BA is complete account 34001-5303107 will have $354,114.00 available.<br><br>There is a separate PO that has $181,425.53 encumbered. After this CO, the combined total for POs 24000705 and 24000734 will reach $300,000.00, which is the total contract amount.<br>No issues. | | |

| | | | |
|---|---|---|---|
| Chief of Procurement Review: | Carla Rossiter-Smith | 2/14/2025 | |
| | Signature | Date | Printed Name |
| Comments: | | | |

Hernando County Board of County Commissioners

Rev: 4

**15470 Flight Path Dr.**

**Brooksville, FL 34604**

# Construction Change Order

**Owner:** Hernando County Board of County Commissioners
**Owner's Representative:**
**Vendor:** UNIVERSITY OF SOUTH FLORIDA

**Change Order No.** 1 Should be CO #2 **Change Order Date:** 12-05-2024
**Contract No.** 24000734 **Contract Date:**

**Project Description:**

T/O 2024-1 PROJECT DEVEL& TECHN SUPPORT

## The Project is Changed as Follows

Justification: ADD LINE TO CHANGE ORDER:
CONTRACT#24-A0153/EK GRANT GMS 446
CO # 2 IS TO ADD FOUR (4) SUBTASK 1 - TITLE VI PLAN
ADD LINE: 2 $14,303.80; NEW LINE TOTAL $14,303.80
OLD PO TOTAL $50,000 NEW PO TOTAL $64,303.80
DEPT 34001 ACCOUNT 5303107 LINE #2 $14,303.80

CONTRACT#24-A0153/EK GRANT GMS 446
CO # 2 IS TO ADD FOUR (4) SUBTASK 2 - MAPPING - GRAPHICS-MARKETING NEEDS
ADD LINE: 3 $17,225.50; NEW LINE TOTAL $17,225.50
OLD PO TOTAL $64,303.80 NEW PO TOTAL $81,529.30
DEPT 34001 ACCOUNT 5303107 LINE #3 $17,225.50

CONTRACT#24-A0153/EK GRANT GMS 446
CO # 2 IS TO ADD FOUR (4) SUBTASK 3 - GRANT APPLICATION ASSISTANCE
ADD LINE: 4 $8,380.80; NEW LINE TOTAL $8,380.80
OLD PO TOTAL $81,529.30 NEW PO TOTAL $89,910.10
DEPT 34001 ACCOUNT 5303107 LINE #4 $8,380.80

CONTRACT#24-A0153/EK GRANT GMS 446
CO # 2 IS TO ADD FOUR (4) SUBTASK 4 - GENERAL TRANSIT PLANNING ASSISTANCE
ADD LINE: 5 $28,664.38; NEW LINE TOTAL $28,664.38
OLD PO TOTAL $89,910.10 NEW PO TOTAL $118,574.47
DEPT 34001 ACCOUNT 5303107 LINE #5 $28,664.3

| | | | |
|---|---|---|---|
| 34001-5303107 | 2 | 14303.80 | |
| 34001-5303107 | 1 | 68574.47- | Line #1 did not change |
| 34001-5303107 | 3 | 17225.50 | |
| 34001-5303107 | 4 | 8380.80 | |
| 34001-5303107 | 5 | 28664.38 | |

 Should be CO #2

| | |
|---|---|
| **Total Addition/Deduction this Change Order:** | 68,574.47 |
| **The Original Contract Sum was** | 50,000.00 |
| **Net Change by previously authorized Change Orders:** | .00 |
| **The Contract Sum prior to this Change Order was** | 50,000.00 |
| **The Net Amount of this Change Order is:** | 68,574.47 |
| **The new Contract Sum including this Change Order will be** | 118,574.47 |
| **The Contract Time will be changed by this Change Order (Days):** | |
| **The Date of Substantial Completion as of the date of this Change Order therefore is:** | |

**Vendor Name/Address:**

UNIVERSITY OF SOUTH FLORIDA
3702 SPECTRUM BLVD STE 165
TAMPA, FL 33612

Stephanie Rios Digitally signed by Stephanie Rios
Date: 2025.02.10 09:55:47 -05'00'

**Authorized Signature**

**Date:** 02/10/2025

**Owner or Owner's Representative:**

**Hernando County Commission**
**15470 Flight Path Dr.**
**Brooksville, FL 34601**

Carla Rossiter-Smith

**Chief Procurement Office**

**Date:** 2/14/2025

**Distribution:**

Vendor - Original
Purchasing & Contracts
Finance
Requisitioning
Contract File

REV: 03/01/2013

# Scope of Services and Budget for Hernando County

## AMENDMENT #1 TO TASK WORK ORDER # 2024-1

## Project Development and Technical Support

Prepared by

The Center for Urban Transportation Research (CUTR)

at The University of Florida (USF)

Reference Authorization: RESEARCH AND TECHNICAL ASSISTANCE MASTER AGREEMENT BETWEEN HERNANDO COUNTY AND THE UNIVERSITY OF SOUTH FLORIDA BOARD OF TRUSTEES, JANUARY 9, 2024 (Two Year Term)

# Exhibit A

# Scope of Services

### CUTR Work Order # 2024-1

# Project Title: Mobility Services Project Development, Management, and Technical Support

## Amendment to Scope of Work

This document serves as an amendment to the existing Task Work Order between the Hernando County Transit Department and USF/CUTR. This amendment aims to expand the scope and budget of technical assistance to address specific priority activities identified by Hernando County. These additional activities build upon the goals and objectives outlined in the original agreement and are necessary because the following key tasks have been completed:

### Completed Activities

- **DBE Policy & Plan Development**
  Assisted TheBus staff (Georgia Lim) with DBE Policy and Plan development from February to May 2024 (90% completed – awaiting FTA approval).
    - Final DBE Plan submitted to FTA (uploaded to TRAMs – Georgia 12.11.24).
- **Fleet/Vehicle Needs**
  Supported TheBus staff in identifying procurement opportunities for new vehicles (March-October 2024).
    - Hernando will piggy-back on a State of GA contract (Darlene – 12.11.24).
    - TRIPS contact update for Gillig buses is pending (Georgia to follow up with JTA – 12.11.24).
    - Fleet Plan and tracking are up to date (12.11.24).
- **MPO Coordination**
  Coordinated with the MPO on UPWP/TIP updates and the MPO's 2050 LRTP project team, including the development and updates of TheBus GIS files.

- **Plan Review**
  Conducted reviews and provided comments on the Benesch facility and routing study.
- **Fare-Free Policy/Research**
  Researched fare-free policy opportunities and provided guidance on potential policy options.
- **Emergency Management & Service**
  Provided consulting and recommendations on instituting post-storm emergency services.

### Expanded Task Activities

With these activities completed, the scope of work is expanded to address the following additional subtasks:

#### *Subtask 1: Title VI Plan Development*

- Develop and update Hernando County's Title VI Plan to ensure full compliance with federal regulations. Activities include equity analyses, data reporting, and documentation of outreach efforts to support funding and program eligibility.

#### *Subtask 2: Mapping, Graphics, and Marketing Support*

- Provide GIS mapping services, graphics development, and marketing materials to enhance public engagement and communication. These materials will be tailored to support transit operations, outreach initiatives, and planning studies.

#### *Subtask 3: Grant Application Assistance*

- Assist with identifying, developing, and submitting grant applications for state and federal transit funding. Activities include technical assistance for preparing applications, financial analysis, and ensuring compliance with grant requirements.

#### *Subtask 4: General Transit Planning Assistance*

- Deliver on-call technical planning support to address service planning, demand analysis, performance monitoring, and other tasks as directed by Hernando County Transit to improve operational efficiency and service delivery.

## BACKGROUND AND PURPOSE STATEMENT

Hernando County has established a research and technical assistance master agreement with USF/CUTR to provide technical assistance services to Hernando County in the form of research and developmental studies, which may include, as mutually agreed, the fields of architecture, business, civil and environmental engineering, funding and financing, land use and urban design, mobility solutions, planning, project development, public engagement technology advancements, and geographic information systems (GIS).

This work order will provide on-call services to respond promptly to requests from Hernando County for support to address various transit and mobility service development, management, and technical issues. To maintain transparency and client engagement, and to ensure that on-call support activities align with the goals of each support request, the CUTR Team will hold monthly progress meetings with Hernando County. Meeting topics will include goals and objectives of the support request(s); a summary of progress made; questions, concerns, or other input from Hernando County (and any resulting changes made to the planned activities); and next steps or action items. Meeting agendas and summaries of progress will be prepared and delivered to Hernando County by the CUTR Team.

Examples of on-call service support activities include but are not limited to the following areas of expertise available from the CUTR Team:

1) **General Transportation Planning and Project Management Services:**

   a. Assist with the development, application, and management of federal and state public transportation grants,

   b. Provide technical support for grant compliance requirements, policies, plans, certifications, and procedures (e.g., metropolitan transportation planning programs, triennial reviews, safety plans and procedures, maintenance practices and procedures, Title VI planning, procurement procedures, requests for proposals (RFP), and transit asset management),

   c. Service planning, technical assistance, and performance analysis to maintain key performance indicators (KPIs) and enhance/improve service,

   d. Assistance with the development and management of planning studies for new services/programs/capital projects (e.g., comprehensive route and system analysis, demand response analysis, and assessment of new services such and on-demand/micro-transit services). Procedures to include fixed-route, paratransit, and mobility-on-demand services,

   e. Mobility management activities, coordination, and program development,

   f. Funding, budgeting, and general financial analysis,

   g. Capital improvement planning,

   h. Comprehensive transportation planning/growth management reviews,

i. Intergovernmental coordination and urban planning processes (e.g., the Federal Transit Administration, the Florida Department of Transportation, metropolitan planning organizations, and local governments),

j. Planning requirements and update procedures for Transit Development Plans (TDPs) and Transportation Disadvantaged Service Plans (TDSPs),

k. Rural transportation studies and service development,

l. Regional public transportation studies,

m. GIS and data analysis services, and

n. Fare analysis and implementation strategies.

2) **Organizational Development Support:**

a. Transportation personnel needs assessment,

b. Training and professional development services,

c. Staff and board leadership and strategic planning processes, retreats, and visioning, and

d. Market research, branding, and promotional activities.

3) **Intelligent Transportation Systems (ITS) Research and Implementation Technical Assistance:**

a. Assistance in maximizing existing technologies/platforms,

b. New IT systems research, planning, and specification development,

c. Procurement, training, and installation support,

d. Database management and analysis, and

e. Performance and ridership analysis and reporting.

4) **Public Involvement and Outreach Support:**

a. Public participation programs and presentations,

b. Public and customer surveys, and

c. Website and social media support.

**5) Extension of staff assignments:**

a. Internal strategic development planning,

b. Project prioritization, budgeting, and funding analysis,

c. Preparation of presentations and meeting facilitation,

d. Research and training, and

e. Other assignments as directed by Hernando County Transit.

# Exhibit B
# Work Order Budget and Management

## *Amendment to Work Budget and Management*

This amendment revises the original Work Budget and Management section to reflect the expanded scope of work and the associated budget adjustments. The additional funding is necessary to support the newly introduced activities outlined in this amendment while continuing to build upon the original tasks and deliverables.

**UPDATED WORK ORDER BUDGET:**

| ***Description*** | ***Amount*** |
|---|---|
| Original Budget | $50,000.00 |
| Budget Amendment | $68,574.47 |
| **Updated Task Work Order Total:** | **$118,574.47** |

This revised budget incorporates the expanded scope, ensuring the continued delivery of technical assistance to the Hernando County Transit Department. Full budget details of the amendment are found in the latter sections of this document.

***INVOICING***

Monthly progress reporting will be based on hours expended and by task assignment under development or completed. These monthly reports will allow the Project Manager of this work order to track the task assignments and overall budget. Invoicing will occur upon completion of all assigned tasks and approval by the Hernando County Transit Administrator.

***SCHEDULE***

This Work Order 2024-1 will be in effect for a period of two years from notice to proceed (NTP), subject to the budget limit or additional budget amendments.

*ASSIGNED TEAM*

**Martin Catala, Program Director, CUTR Transit Management and Innovation** Martin Catala is the project manager of this work order. He will play a role in identifying and developing work activities that will occur under this work order and will track activities and provide progress updates on the respective work activities.

**Jonathan Roberson, Research Associate, CUTR Transit Management and Innovation** Jonathan Roberson will provide support for this work order based on the identified activities. Mr. Roberson has over 20 years of experience working at public transit agencies in Florida and will provide insights, direction and perform work activities under this work order.

**Jennifer Flynn, Research Associate, CUTR - Transit Management & Innovation** Jennifer Flynn will provide support for this work order depending on the needs and requirements of each task identified under this work order. Ms. Flynn has over 20 years of experience in public transportation research and analysis. She has specialties in performance evaluation, innovative mobility and healthcare/medical transportation services.

**Rob Gregg, Research Associate, CUTR - Transit Management & Innovation** Rob has experience in the public transportation field including planning, marketing, operations, federal and state grant programs, intergovernmental coordination, public participation, and general system management. He will be actively involved with oversight of all tasks and work assignments.

**Jason Jackman, Senior Research Associate, CUTR - ITS, Traffic Operations & Safety**

Jason's experience and expertise include pedestrian and bicycle safety, outreach education, policy analysis, communications, and program management.

**Melissa De Leon, Community Planner, CUTR - Transit Management & Innovation**

Melissa's experience includes grant and proposal coordination, assisting in preparation of Transit Development Plans and transit feasibility studies for cities and counties throughout the State of Florida.

**Wendy Teague, Graphics Designer, CUTR**

Wendy has experience developing marketing, graphics and public outreach materials and information.

Additional CUTR staff may be assigned for this work order within the limits of the budget as approved by the Hernando County Transit Department.

**Budget Amendment:**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Office/Section or Dept. | Hernando Transit Department | | | | | | | | | | | 1/8/2026 |
| **Principal Investigator**: Martin Catala. Center for Urban Transportation Research | | | | | | | | | | | | |
| | | | Subtask 1: Title VI Plan | | Subtask 2: Mapping-Graphics-Marketing Needs | | Subtask 3: Grant Application Assistance | | Subtask 4: General Transit Planning Assistance | | **TOTAL** | |
| Name | Role | Fixed Rate | Hours | Cost | Hours | Cost | Hours | Cost | Hours | Cost | Hours | Cost |
| **Salaries** | | | | | | | | | | | | |
| Martin Catala | Project Director | $117.48 | 20 | $2,349.50 | 20 | $2,349.50 | 20 | $2,349.50 | 40 | $4,699.00 | 100 | $11,747.50 |
| Jonathan Roberson | Research Associate | $93.95 | 60 | $5,637.00 | 40 | $3,758.00 | 40 | $3,758.00 | 100 | $9,395.00 | 240 | $22,548.00 |
| Melissa DeLeon | Community Planner | $69.00 | 40 | $2,760.00 | 16 | $1,104.00 | 19 | $1,311.00 | 36 | $2,484.00 | 111 | $7,659.00 |
| Rob Gregg | Research Associate | $112.50 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 30 | $3,375.00 | 30 | $3,375.00 |
| Jennifer Flynn | Research Associate | $92.08 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 20 | $1,841.50 | 20 | $1,841.50 |
| Jason Jackman | Research Associate | $76.88 | 16 | $1,230.00 | 40 | $3,075.00 | 0 | $0.00 | 30 | $2,306.25 | 86 | $6,611.25 |
| Wendy Teague | Graphic Designer | $77.54 | 8 | $620.30 | 40 | $3,101.50 | 0 | $0.00 | 30 | $2,326.13 | 78 | $6,047.93 |
| Graduate Student | Graduate Student | $41.25 | 23.2 | $957.00 | 40 | $1,650.00 | 16 | $660.00 | 30 | $1,237.50 | 109.2 | $4,504.50 |
| **Total Labor + Fringe** | | | **167.2** | **$13,553.80** | **196** | **$15,038.00** | **95** | **$8,078.50** | **316** | **$27,664.38** | **774** | **$64,334.68** |
| Other Personnel Services | | | | | | | | | | | | |
| | Consulting Services | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | **$0.00** |
| Operating Expenses | | | | | | | | | | | | |
| | Travel | | | $312.50 | | $312.50 | | $302.30 | | $562.50 | | $1,489.80 |
| | Printing/Translation Services | | | $437.50 | | $1,875.00 | | $0.00 | | $437.50 | | $2,750.00 |
| Total Operating Expenses | | | | **$750.00** | | **$2,187.50** | | **$302.30** | | **$1,000.00** | | **$4,239.80** |
| **Total Budget** | | | | **$14,303.80** | | **$17,225.50** | | **$8,380.80** | | **$28,664.38** | | **$68,574.47** |

Note: This is a fixed price lump sum contract. Invoiced at the end of the project.

***Contact Information:***

**CUTR Project Managers:**


**Martin Catala, Program Director**
Transit Management and Innovation
Center for Urban Transportation Research (CUTR)
University of South Florida
4202 E. Fowler Avenue. CUT 100
Tampa, Florida 33620-5375
813-974-9791
catala@usf.edu

**Jonathan Roberson, AICP, Research Associate**
Transit Management and Innovation
Center for Urban Transportation Research (CUTR)
University of South Florida
4202 E. Fowler Avenue. CUT 100
Tampa, Florida 33620-5375
813-974-4860
jkroberson@usf.edu

Board of County Commissioners

AGENDA ITEM

Meeting: 02/11/2025
Department: Procurement Department
Prepared By: Fran Hallet
Initiator: Carla Rossiter-Smith
DOC ID: 15387
Legal Request Number: 23-636
Bid/Contract Number: 24-A0153/EK

## TITLE

Change Order No. 1 to Purchase Order With University of South Florida Board of Trustees (UCF) Center for Urban Transportation Research and Developmental Studies for Additional Services for Mass Transit Department (Amount: $68,574.47)

Change Order No. 1 to Purchase Order With University of South Florida Board of Trustees (UCF) Center for Urban Transportation Research and Developmental Studies for Additional Services for Mass Transit Department (Amount: $68,574.47)

## BRIEF OVERVIEW

On January 09, 2024, the BOCC approved the Research and Technical Assistance Master Agreement with The University of South Florida Board of Trustees' (USF) Center for Urban Transportation Research and Developmental Studies.

Purchase Order No. 24000734 was originally issued for $50,000.000.

Hernando County Mass Transit Department has requested Change Order No. 1 in the amount of $68,574.47 for additional services involving the Title VI plan update, Mapping for new routes, and General Transit Planning assistance. Change Order No. 1 would increase the purchase order to $118,574.47.

## FINANCIAL IMPACT

Funding, in the amount of $68,574.47, is available, upon Budget Amendment 2025-051 getting applied, in Mass Transit Department:

**Fund: 0011** - General Fund, **Department: 34001** - Mass Transit-FTA Sec 5307, **Account: 5303107** - Prof SRV-Consulting, GMS: 446.

## LEGAL NOTE

The Board has the authority to act on this item pursuant to Chapter 2, Article V of the Hernando County Code of Ordinances, and Chapter 125, Florida Statutes.

## RECOMMENDATION

It is recommended the Board approve Change Order No. 1 in the amount of $68,574.47 for Purchase Order No. 24000734 bringing the total purchase order amount to $118,574.47 for the Research and Technical Assistance Master Agreement with The University of South Florida.

It is further recommended the Board approve the Chief Procurement Officer to approve change orders as they become necessary and required up to the budgeted amounts.

## REVIEW PROCESS

| | | |
|---|---|---|
| Darlene Lollie | Approved | 01/24/2025 9:30 AM |

| | | | |
|---|---|---|---|
| Lillian Hoyt | Approved | 01/24/2025 | 2:32 PM |
| Scott Herring | Approved | 01/24/2025 | 2:46 PM |
| Mindy Tillis | Approved | 01/27/2025 | 9:06 AM |
| Carla Rossiter-Smith | Approved | 02/04/2025 | 10:45 AM |
| Albert Bertram | Delegated | 02/05/2025 | 8:59 AM |
| Amelia Gebala | Approved | 02/05/2025 | 10:17 AM |
| Albert Bertram | Approved | 02/05/2025 | 10:50 AM |
| Pamela Hare | Approved | 02/05/2025 | 11:13 AM |
| Melissa Tartaglia | Approved | 02/05/2025 | 12:04 PM |
| Heidi Kurppe | Approved | 02/05/2025 | 1:02 PM |
| Toni Brady | Approved | 02/05/2025 | 1:21 PM |
| Jeffrey Rogers | Approved | 02/05/2025 | 1:31 PM |
| Colleen Conko | Approved | 02/05/2025 | 1:33 PM |

PROCUREMENT DEPARTMENT

15470 FLIGHT PATH DRIVE ◈ BROOKSVILLE, FLORIDA 34604
P 352.754.4020 ◈ F 352.754.4199 ◈ W www.HernandoCounty.us

February 11, 2025

**MEMORANDUM**

TO: Financial Services, Hernando County Clerk of Circuit Court & Comptroller

FROM: Carla Rossiter-Smith, MSM PMP, Chief Procurement Officer

SUBJECT: BOCC Agenda Item Approval

---

Please accept this memorandum as notification of the Board of County Commissioners' approval of the Agenda Items list below at the **2/11/2025** BOCC meeting.

Further evidence of the approval of these items can be found in any relevant executed agreements with the BOCC Chairman's signature on the date of approval, as appropriate and as supplied in relevant requisitions. The BOCC meeting details for the aforementioned date provides additional evidence of approval.

This memorandum is to be used interchangeably with the BOCC Agenda Item stamped with BOCC adopted as proof of BOCC approval required in the County approval process for requisition, budget resolution or grant related items.

Approved Items:

## PROCUREMENT ITEMS

1. **15429** Award of Construction Agreement to DB Civil Construction, LLC, for Anderson Snow Road at Corporate Boulevard Intersection Improvement Project (Contract No. 24-CG00548/JG; Amount: $5,729,706.00)

2. **15128** Award of Construction Agreement to DB Civil Construction, LLC, for Eastside Elementary Raley Road Local Agency Program Project From US98/SR50/Cortez Boulevard to Roper Road (Contract No. 24-CG00786/JG; Amount: $549,690.00)

3. **15180** Award of Contracts to JF Electric, LLC, LEW Electrical Services, LLC, and Taddeo Electrical Contractors, Inc., for Electrical Maintenance, Repairs and Improvements on As-Needed Basis for Facilities Maintenance Department (Contract No. 24-T00728/JG)

4. **15387** Change Order No. 1 to Purchase Order With University of South Florida., for Center for Urban Transportation Research and Development for Mass Transit Department (Hernando County File No. 24-A0153/EK; Amount: $68,574.47)

5. **15415** Final Close-Out of Contract With Midsouth, Inc., for Elgin Boulevard Force Main Project (Contract No. 23-CG0043/GL; Amount: $235,845.76)

6. **15459** Final Close-Out of Contract With Superior Asphalt, Inc., for Lykes Library Parking Lot Restoration Project (Contract No. 23-ITB00307/TC; Amount: $3,959.00)

7. **15395** Utilization of Omnia Partners Contract With Trane U.S., Inc., for HVAC Products, Installation, Labor Based Solutions, and Related Products and Services for Department of Public Works (Contract No. RC2022-1001; Amount: $123,385.00)

8. **15394** Utilization of Omnia Partners Contract With Trane U.S., Inc., for HVAC Products, Installation, Labor Based Solutions and Related Products and Services at Government Center for Facilities Department (Contract No. RC2022-1001; Amount: $203,245.00)