

**SECOND AMENDMENT TO AGREEMENT BETWEEN ALACHUA COUNTY AND  
KITTELSON & ASSOCIATES, INC., NO.14136**

THIS SECOND AMENDMENT (“Amendment”) is made by and between Alachua County, Florida, a political subdivision and charter county of the State of Florida, by and through its Board of County Commissioners (the “County”) and KITTELSON & ASSOCIATES, INC., a Foreign for Profit Corporation which is authorized to do business in the State of Florida (“Professional”), who are collectively referred to as the “Parties”.

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into an Agreement, dated June 13, 2024, for a Countywide Bicycle Pedestrian Master Plan, identified by No. 14136 (the “Agreement”); and

**WHEREAS**, the Parties previously entered into the First Amendment to the Agreement, dated June 9, 2025, through which the term of the Agreement was extended through September 30, 2027 and required statutory language was added (the “First Agreement”); and

**WHEREAS**, the County to expand the services which the Professional provides the County; and

**WHEREAS**, the Parties desires to further amend the Agreement to update the Scope of Services and to increase the Not-to-Exceed amount of the Agreement and to do as otherwise provided herein.

**NOW, THEREFORE**, the County and Contractor agree to amend the Agreement as follows:

- A. Amendment. Exhibit #1, of the Agreement titled “Scope of Service” is amended to add the “Updated Scope of Service” attached to the Amendment as Exhibit 1-A
- B. Amendment. Section #5, of the Agreement titled “Payment” sub-section A is amended to increase the Not to Exceed amount of the Agreement by \$99,925.00 from \$254,700.00 to \$354,625.00 for the additional services and costs in Exhibit 2-A attached to this Amendment.
- C. Effective Date. This Amendment shall be effective upon execution by both Parties.
- D. Original Agreement. Unless expressly amended herein, all other terms and provisions of the original Agreement between the Parties, including any prior amendments to the Agreement, shall be and remain in full force and effect. In the event any of the prior amendments to the Agreement conflict with this Amendment, the provisions of this Amendment shall prevail.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties have caused this Second Amendment to be executed on the day and year below written.

**ALACHUA COUNTY, FLORIDA**

By: \_\_\_\_\_

Ken Cornell, Chair

Board of County Commissioners

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

**ATTEST**

**APPROVED AS TO FORM**

\_\_\_\_\_  
J.K. "Jess" Irby, Esq., Clerk  
(SEAL)

\_\_\_\_\_  
Alachua County Attorney's Office

**Professional**

Signed by:  
By: Jennifer Musselman  
1BB1B2A40CE54DD...  
Print: Jennifer Musselman  
Title: Associate Engineer  
Date: 12/8/2025

**IF THE CONTRACTOR IS NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBENCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE AGREEMENTS ON BEHALF OF YOUR ORGANIZATION. IF ARE A NATURAL PERSON, THEN YOUR SIGNATURE MUST BE NOTARIZED.**

EXHIBIT 1-A: Amended Scope of Service



400 North Tampa Street, Suite 1360  
 Tampa, FL 33602  
 P 813.556.6970

**AMENDED SCOPE OF SERVICES**

**1. PROJECT PURPOSE**

The purpose of the Alachua Countywide Bicycle-Pedestrian Master Plan is to make walking and biking attractive transportation choices for residents and visitors of all ages and abilities. It aims to do so through the creation of goals, policies, programs, and projects that will make walking and biking safer, more comfortable, and more convenient. This scope of work envisioned to accomplish the project purpose includes the following tasks:

**2. PROJECT TASKS**

- Task 1. Project Administration\*
  - Task 2. Community Outreach
  - Task 3. Goals and Policies\*
  - Task 4. Programs
  - Task 5. Data Collection and Development
  - Task 6. Network and Project Development\*
  - Task 7. Project Prioritization
  - Task 8. Countywide Bicycle Pedestrian Master Plan
- \*Tasks with amended scope

**Task 1. Project Administration**

The original project schedule was expected to be 18 months. With this amendment, it is anticipated the project schedule will be extended by approximately 6 months. The following services will be provided for the extended period.

*Task 1.1 General Project Administration*

The Professional will manage all aspects of the Project, including managing the Professional team and all work products, and ensuring adequate Project progress. As part of this task the Professional will participate in two monthly, virtual meetings with the Agency.

*Task 1.2 Project Management*

The Professional will be responsible for monthly invoices. Invoices will be prepared in a format preferred by the County.

*Task 1. Deliverables*

Task	Deliverables
1.2	a. Progress meeting agendas and summaries
1.3	a. Monthly Invoicing Reports

---

Kittelson & Associates, Inc.

**Task 3. Goals and Policies**

*Task 3.1 Literature Review*

The Professional will conduct a literature review for up to two (2) recommended policies. The literature review will focus on what thresholds or targets have been adopted by similar sized communities. The literature review may focus on the following policies, but the final list will be confirmed by the Agency:

- Mode Share Target
- Crossing Distance Spacing

Together with the Agency, the Professional will suggest a threshold for inclusion in the BPMP.

*Task 3.2 Goals and Policies Tech Memo*

The Professional will update the Goals and Policies Tech Memo with the findings from the literature review.

*Task 3. Deliverables*

Task	Deliverable
3.1	a. Policy thresholds
3.2	a. Revised technical memorandum

**Task 6. Network and Project Development**

*Task 6.1 Project Feasibility*

The Consultant will review up to 400 projects identified under the original scope of services for implementation feasibility. This does not include projects consistent with the City of Gainesville Mobility Plan and Developer Driven Connections.

The Consultant will check for the following:

- Can the recommended on-street facility be added within existing curb lines?
- Can the recommended off-street facility be added without grade and/or drainage changes?
- Is there adequate publicly owned right-of-way to fit the recommended typical section?
- Are there linear utility strips that would need to be relocated?
- Is the project eligible for SUNTrail funding and/or within a mobility district?

For projects with identified feasibility challenges, the Consultant will consider if an alternate facility achieving the same level of stress for users can be implemented more easily, or if the feasibility challenges should be considered in project prioritization.

*Task 6.2 Crossing Typologies*

Under the original scope of services, the Consultant identified proposed new crossing locations. As part of this amendment, the Consultant will identify 4-6 crossing typologies based on common bicycle facility types and roadway characteristics. For each typology, the Consultant will create a toolbox of treatments that should be included at each crossing. The Consultant will then categorize the existing and proposed crossings. For existing crossings, the Consultant will assess if it currently includes the desired treatments or if modifications would be required.

*Task 6.3 Graphics Development*

The Consultant will work with the Agency to identify 6 projects to create graphic renderings. For each project, the Consultant will develop a rendering for one representative typical section. It is anticipated that the locations will be high priority projects, identifying through Task 7 in the original scope of services. The list will be confirmed with the Agency prior to development. The Consultant will address one round of consolidated comments on the graphics.

*Task 6. Deliverables*

Task	Deliverable
6.1	a. Revised facility recommendations
6.2	a. Revised crossing location recommendations
6.3	a. Draft and final renderings (6)

EXHIBIT 2-A: Amended Payment Schedule

October 23, 2025

SCOPE OF SERVICES – Amendment 1

**AMENDED PAYMENT SCHEDULE**

<b>Task</b>	<b>Description</b>	<b>by Task</b>
<b>1</b>	<b>Project Administration</b>	<b>\$3,675.00</b>
1.1	General Project Administration	\$2,940.00
1.2	Project Management	\$735.00
<b>2</b>	<b>Community Outreach</b>	<b>\$0.00</b>
<b>3</b>	<b>Goals and Policies</b>	<b>\$4,770.00</b>
3.1	Literature Review (4 Policies)	\$3,620.00
3.2	Updated Goals and Policies Tech Memo	\$1,150.00
<b>4</b>	<b>Programs</b>	<b>\$0.00</b>
<b>5</b>	<b>Data Collection and Development</b>	<b>\$0.00</b>
<b>6</b>	<b>Network and Project Development</b>	<b>\$91,480.00</b>
6.1	Project Feasibility	\$59,900.00
6.2	Crossing Review	\$11,860.00
6.3	Graphics Development (6 Sections)	\$19,720.00
<b>7</b>	<b>Project Prioritization</b>	<b>\$0.00</b>
<b>8</b>	<b>Countywide Bicycle Pedestrian Master Plan</b>	<b>\$0.00</b>
	<b>Total Labor Cost</b>	<b>\$99,925.00</b>
	<b>Direct Expenses</b>	<b>\$0.00</b>
	<b>Total Cost</b>	<b>\$99,925.00</b>