



AGENDA CONSENT CALENDAR MEMO

Memorandum Date: January 19, 2023

Order Date: February 7, 2023

TO: Board of County Commissioners

DEPARTMENT: Lane County Public Works

PRESENTED BY: Dan Hurley, Public Works Director

AGENDA ITEM TITLE: ORDER / In the Matter of Approving One Public Works Contract Amendment and Delegating Authority to the County Administrator to Execute the Approved Amendment for Keffer / Overton Associates, Inc., Expense in the amount of \$28,000.00

I. MOTION

That the contract listed in Exhibit A – February 7, 2023 is approved and the County Administrator is delegated authority to execute the approved contract.

II. DISCUSSION

A. Background Analysis

Under Lane Manual sections 20.610, 20.650, 20.660, and 20.665, the County Administrator's authority to execute amendments to contracts is limited to 50% of the original contract amount, unless an exception applies. The proposed contract described in the attached Exhibit A requires delegation of additional authority to the County Administrator for execution.

The attached contracts and amendments have been submitted by Public Works based upon information submitted by the identified Public Works divisions. To submit such contracts, grants, and amendments, the Department must describe how the agreements meet the criteria for consideration on the consent agenda, generally those related to:

- Intergovernmental Agreements (IGA) that continue an existing long-term relationship with another public entity, for substantially the same subject matter, whether as a new or extended contract,

- Extensions of existing contracts or subcontracts for not more than one year, when renewal is provided for in the terms of the original contract, and
- Delegating contract signature authority to the County Administrator for contracts funded by grants or State programs.

B. Health Implications

Details regarding the health implications and impacted areas of specific contract is specified under contract described in Exhibit A.

C. Alternative Options

- Approve the contract listed in Exhibit A and delegate authority to the County Administrator to execute the contract.
- Do not approve the contract.

III. RECOMMENDATION

Lane County Public Works recommends Option #1 – Approve the contract listed in Exhibit A and delegate authority to the County Administrator to sign the contract.

IV. ATTACHMENTS

Board Order

Exhibit A – February 7, 2023 Contracts and Amendments List

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-02-07-09

In the Matter of Approving One Public Works Contract Amendment and Delegating Authority to the County Administrator to Execute the Approved Amendment Keffer / Overton Associates, Inc., Expense in the amount of \$28,000.00.

WHEREAS, Lane Manual Chapter 20 sets forth the County's policies regarding award, acceptance, and amendment of grants and contracts; and

WHEREAS, the contract amendment listed below has been accepted or award in accordance with the requirements of the Lane Manual, including the requirements for competitive selection; and

WHEREAS, all the projects and services covered by the amendment listed below is routine to the implementation of current County programs and services or have been previously discussed or approved by the Board; and

WHEREAS, this amendment exceeds the County Administrator's authority to execute granted in Lane Manual sections 20.650 to 20.665,

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. That the contract amendment listed in Exhibit A – February 7, 2023 is approved and the County Administrator is delegated authority to sign the approved contract.

ADOPTED this 7th day Of February, 2023.

Pat Farr, Chair
Lane County Board of Commissioners

EXHIBIT A – February 7, 2023 List of Contracts, Grants and Amendments

PUBLIC WORKS

Original contract title	Feasibility Study for Lane Events Center
Contractor/other party	Keffer / Overton Associates, Inc.
New or amendment	Amendment #1 (Key Id #56579-1 / PW21102801)
Description	Consultant will develop a Master Plan for the Fair, including the evaluation of existing facilities, programs and future growth needs.
Amount	\$28,000.00 (increase); gross contract amount \$178,000.
Expense or revenue	Expense
Term of agreement	Extend term by one-year through December 31, 2023
Previous board orders	No
Implications for policy	None
Board goals	Strategic Priority: Robust Infrastructure: (5) Invest in our Infrastructure and utilize our county-owned facilities to the highest and best use in order to have safe, usable infrastructure for years to come.
Health implications	None

End of Exhibit A