



AGENDA CONSENT CALENDAR MEMO

Memorandum Date: June 30, 2023

Order Date: July 18, 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 Two Public Works Contracts and Amendments and Delegating Authority to the County Administrator to Execute the Approved Contracts and Amendments for Clair Company, Inc., Expense in the amount of \$150,000.00; The Building Department, LLC., ABN: Northwest Code Professionals LLC., Expense in the amount of \$180,000.00

I. MOTION

That the contract listed in Exhibit A – July 18, 2023, is approved and the County Administrator is delegated authority to execute the approved contracts and amendments.

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 contracts and amendments is specified under contract described in Exhibit A.

C. Alternative Options

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

III. RECOMMENDATION

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

IV. ATTACHMENTS

Board Order
Exhibit A – July 18, 2023, Contracts and Amendments List

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-07-18-09

In the Matter of Approving Two Public Works Contracts and Amendments and Delegating Authority to the County Administrator to Execute the Approved Contracts and Amendments for Clair Company, Inc., Expense in the amount of \$150,000.00; The Building Department, LLC., ABN: Northwest Code Professionals LLC., Expense in the amount of \$180,000.00

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

WHEREAS, all of the contracts or grants listed below have 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 contracts, amendments, and grants listed below are routine to the implementation of current County programs and services or have been previously discussed or approved by the Board; and

WHEREAS, these contracts, amendments, and grants exceed 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 listed in Exhibit A – July 28, 2023, is approved and the County Administrator is delegated authority to sign the approved contract.

ADOPTED this 18th day of July, 2023.

Pat Farr, Chair
Lane County Board of Commissioners

EXHIBIT A – July 18, 2023, List of Contracts, Grants and Amendments

PUBLIC WORKS

Original contract title	Plan Review and Inspections Services for Land Management Division.
Contractor/other party	Clair Company, Inc.
New or amendment	Amendment #1 / Key Id #55493 / PW20061506
Description	The Clair Company performs plan review, inspections and permit tracking for our Land Management Division.
Amount	Increase funds by \$75k; gross contract amount of \$150,000.00
Expense or revenue	Expense
Term of agreement	Increase term by three-years, expiring June 30, 2026
Previous board orders	No
Implications for policy	None
Board goals	Strategic Priority #3, Maintain and invest in resilient infrastructure that creates the highest return for safety, community connectivity, enjoyment of life, and local economic success.
Health implications	None

Original contract title	Plan Review and Inspections Services for Land Management Division.
Contractor/other party	The Building Department, LLC., ABN: Northwest Code Professionals LLC.
New or amendment	Amendment #1; Key Id #55483 / PW20061502
Description	The Building Department, LLC., ABN: Northwest Code Professionals LLC, will performs plan review, inspections and permit tracking for our Land Management Division.
Amount	Increase funds by \$90k; gross contract amount of \$180,000.00
Expense or revenue	Expense
Term of agreement	Increase term by three-years, expiring June 30, 2026
Previous board orders	No
Implications for policy	None
Board goals	Strategic Priority #3, Maintain and invest in resilient infrastructure that creates the highest return for safety, community connectivity, enjoyment of life, and local economic success.
Health implications	None

End of Exhibit A