



AGENDA CONSENT CALENDAR MEMO

Memorandum Date: December 17, 2024

Order Date: January 7, 2025

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 Contract Amendments and Delegating Authority to the County Administrator to Execute the Approved Contract Amendments for Branch Engineering, Inc., Expense in the Amount of \$11,200; and Great Western Corporation, Expense in the Amount of \$230,850.37

I. MOTION

That the contract amendments listed in Exhibit A – January 7, 2025, are approved and the County Administrator is delegated authority to execute the approved contract amendments.

II. DISCUSSION

A. Background Analysis

Under Lane Manual section 20.400.100, the County Administrator's authority to execute contracts and amendments is limited to contracts that do not exceed two hundred fifty thousand dollars (\$250,000) in cost or revenue nor five (5) years in length. The proposed contract amendments described in the attached Exhibit A require delegation of additional authority to the County Administrator for execution. The attached contract 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:

- Contracts and contract amendments for operational expenses that are routine in nature.
- 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.
- Delegating contract signature authority to the County Administrator for contracts funded by grants or State programs.

A contract amendment for Branch Engineering, Inc. was approved by the Board on December 10, 2024, to add additional time to the contract (B.O 24-12-10-05). The amendment erroneously left out the addition of \$11,200 to the contract amount. The proposed amendment in Exhibit A addresses the previous omission.

B. Health Implications

None identified

C. Alternative Options

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

III. RECOMMENDATION

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

IV. ATTACHMENTS

Board Order
Exhibit A – January 7, 2025

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 25-1-7-XX

In the Matter of Approving Two Contract Amendments and Delegating Authority to the County Administrator to Execute the Approved Contract Amendments for Branch Engineering, Inc., Expense in the Amount of \$11,200; and Great Western Corporation, Expense in the Amount of \$230,850.37

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

WHEREAS, the contract amendments 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 contract amendments 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 contract amendments exceed the County Administrator's authority to execute granted in Lane Manual sections 20.600.220 to 20.600.320,

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

1. That the contract amendments listed in Exhibit A – January 7, 2025, are approved and the County Administrator is delegated authority to execute the approved contract amendments.

ADOPTED this 7th day of January 2025.

_____, Chair
Lane County Board of Commissioners

Exhibit A

Original contract title Florence E-Waste Building Engineering Services

Contractor/other party: Branch Engineering, Inc.

New or amendment: Amendment

Description: The purpose of Amendment #5 is to extend design services into the construction phase of the project. The contract date needs to be extended due to delays in finalizing the Planning Permit with the City of Florence. Additional Civil Engineering was required to meet the requirements from the City of Florence to obtain the planning permit. A grading plan and pedestrian circulation was necessitated to finalize the engineered plans.

Expense or revenue: Expense

Amount: \$11,200

Term of agreement: Additional 4 months. Total contract 3 years and 10 months. Expiration date of February 21, 2025.

Previous board orders: ORDER 24-04-23-04

Implications for policy: N/A

Board goals: Approve Contract Amendment

Health implications: N/A

Original contract title Florence Transfer Station E-Waste Building

Contractor/other party: Great Western Corporation

New or amendment: Amendment

Description: The purpose of the contract change order is to extend the construction contract to allow for time to complete the project. There were delays during the design and permitting phases. Additional design services were needed to adjust the metal building specifications to meet the needs of the waste management division. Improved pedestrian circulation was required as part of the permitting process. Additional materials and labor are needed to accommodate a larger building and the additional labor needed to address the increased project scope.

Expense or revenue: Expense

Amount: \$230,850.37

Term of agreement: Additional 6 months. Expiration Date: 4/25/25

Previous board orders: 22-07-19-06

Implications for policy: N/A

Board goals: Approve Contract Change Order

Health implications: N/A