

**WASHOE COUNTY CHANGE ORDER
JUSTIFICATION FORM**

This form must accompany any Board of County Commissioner change order request.

DEPARTMENT Community Services LOCATION Engineering and Capital Projects

REQUESTOR'S NAME Walter West, P.E. TELEPHONE # 328-2310

PURCHASE ORDER NUMBER 5500022365 DATE 7/18/2017

BOARD APPROVAL DATE AND AGENDA ITEM NUMBER July 25, 2017, Item No. 8

AMOUNT OF THE CHANGE REQUESTED \$40,196.00

NAME OF PERSON OR FIRM RECOMMENDED HDR, Inc.

BRIEF DESCRIPTION OF THE CHANGE REQUESTED HDR is currently under contract to prepare Emergency Action Plans for 4 dam sites owned and operated by Washoe County. This Change Order is for the addition of 1 dam site being Sidehill Detention Facility located in Sun Valley Community Park.

Please provide sufficient detail to clearly identify the reason(s) for this change order request. Attach additional information if necessary.

1. Why is this change required?

As the dam site owner, Washoe County is required by the State of Nevada to prepare Emergency Action Plans for dam sites categorized as being Significant Hazard or High Hazard Dams. Sidehill Detention Facility is categorized as a High Hazard Dam.

2. Why was the work required under this change order request not included in the original scope of work?

At the time of execution of the agreement with HDR Inc., it was not clear who had ownership responsibilities of the detention facility. Sun Valley General Improvement District operates and maintains a BMX dirt race course within the basin. Washoe County has agreed to provide ownership responsibilities relative to the storm water detention facility.

3. How was the cost to perform the change order determined to be reasonable and/or consistent with overall contract pricing?

The estimated cost (\$40,196) provided by the consultant, HDR Inc. is similar in magnitude to estimates provided for each of the existing 4 dam sites currently under contract

4. Why is the County liable for the expense associated with this change order request?

Washoe County is requesting this additional Scope of Work be added to the existing contract with HDR Inc.

5. Contractors/Subcontractors: The individual/company recommended is the most suitable to perform the change order requested and the selection process is based on the following: Check all that apply.

- There is evidence that the change order assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.
- The individual/company recommended is most suitable to perform the change order.
- A selection process was utilized to select the most qualified person.
- The charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

I understand that I may be required to justify this change order request before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

Signature of Requestor

Department Head Approval

Print Name