

# Exhibit A



Stantec Consulting Services Inc.  
5390 Kietzke Lane Suite 103  
Reno, NV 89511

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November 20, 2025

Project No. 181301771

Rosaura Gallagher  
1001 E. 9th Street,  
Reno, NV 89512

Dear Rosaura Gallagher,

**Reference: Proposal for Change Order No. 04 - Budget Increase Request for Additional Project Management, Progress Meetings, Project Coordination, Submittals, and RFIs**

Washoe County (County) contracted with Stantec Consulting Services Inc. (Stantec) to provide engineering design services for the South Truckee Meadows Steamboat Lift Station (SLS). These services are described in the agreement between the County and Stantec, dated July 1, 2024, and identify a 76-week construction period from the Notice to Proceed (NTP). As the NTP was received on May 17, 2024, therefore the construction period was budgeted to conclude on October 31, 2025.

As the County is aware, the construction period is now expected to conclude on August 31, 2026 (43-weeks) with an additional administrative period of four (4) weeks for submission of record drawings and two (2) weeks for invoicing. This will add (49) weeks to the end of our administrative phase of the project (October 9, 2026). The additional weeks will require additional Project Management, Project Coordination, and Progress Meetings during this extended construction period. The costs of the one-year final inspections/walk through and Record Drawings are included in the original agreement.

The agreement also limited the number of submittal reviews and requests for information (RFI) responses. The County is aware that the number of submittal reviews and RFI responses and budget has exceeded the limits established in the agreement. It is also expected that the submittals and RFIs will continue as the construction period is extended.

Therefore, Stantec is proposing the budget be increased for the following tasks:

- Task 1 – Project Management
- Task 2.2 – Progress Meetings
- Task 3.6 – Project Coordination
- Task 3.1 – Submittal Reviews
- Task 3.2 – RFI Responses

The services and proposed budget for each of these tasks are described in more detail as follows.

Construction Extension (PM, Coordination & Progress Meetings)

Extending the project will require additional Project Management services, including additional invoices, tracking and reporting. The original budget estimated approximately (4) hours per week for these services. However, for this change order proposal, Stantec has assumed that the remaining budget will only need to be increased by (1) hour per week for the (49) week period and proposes only adding (49) hours and \$11,887.14 to the budget.

Progress Meetings will also be extended by (43) weeks. The original budget estimated (1) hour per week by the Construction Manager for these virtual meetings. Through the planned construction end

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date of 10/31/2025 the budget for Progress Meeting (\$17,073.83) has been exceeded by \$2,310.35. Stantec estimates an additional (43) hours and \$13,074.83 for Construction Meetings and proposes that \$15,385.18 be added to the budget.

Project Coordination will also be extended by (47) weeks. The original budget estimated approximately (6) hours per week for these services. However, for this change order proposal, Stantec has assumed that the remaining budget will only need to be increased by (4) hours per week for the (47) week period. For the purposes of estimating, these hours have been split between the Project Technical Leader and the Project Engineer and Stantec proposes adding (188) hours and \$48,773.12 to the budget.

The proposed budget increases for these tasks are provided in the following Table 1.

**Table 1 – Proposed Budget Increase for PM, Coordination & Progress Meetings**

Task	Hours	Budget
Task 1 – Project Management	49	\$11,887.14
Task 2.2 – Progress Meetings	43	\$15,385.18
Task 3.6 – Project Coordination	188	\$48,773.12

#### Submittal Reviews

The original project budget provided for the review of (100) submittals. To date, Stantec has reviewed 212 submittals (including resubmittals, currently at a 25% resubmittal rate). Stantec anticipates that there will be an additional thirty (30) submittals and that each submittal will require no more than four (4) hours to review. The status of the project submittals and the proposed budget increase are summarized in Table 2.

**Table 2 – Submittal Status and Proposed Budget**

Item	Number of Submittals	Total Budgeted Hours	Budget
Submittals Authorized in Original Contract	100	530	\$116,245.25
Submittals Added by Change Order 1 and 2	6	40	\$10,326.00
Submittals Completed to Date (11/14/2025)	212	-	\$169,939.25
Budget Overspend to Date (11/14/2025)	-	-	\$43,368.00
Estimated Number of Additional Submittals and Budget	30	120	\$31,353.82
Proposed Budget Increase for Submittal Review			\$74,721.82

Reference: Proposal for Change Order No. 04 - Budget Increase Request

### RFI Responses

Stantec has responded to 149 RFI's to date over a 19-month period equating to approximately eight (8) per month. Stantec anticipates that there will be an additional fifty-six (56) RFIs and that each RFI will require no more than five (5) hours to review. The status of the project RFIs and the proposed budget increase are summarized in Table 3.

**Table 3 – RFI Status and Proposed Budget**

Item	Number of RFIs	Total Budgeted Hours	Budget
RFIs Authorized in Original Contract	50	352	\$76,291.80
RFIs Added by Change Order 1 and 2	8	36	\$9,216.00
RFIs Completed to Date (11/14/2025)	149	-	\$165,469.00
Budget Overspend to Date (11/14/2025)	-	-	\$79,961.20
One time credit of \$5,000 towards Contractor Change Orders			- \$5,000.00
Estimated Number of Additional RFIs and Budget	56	280	\$69,839.46
Proposed Budget Increase for RFI Review			\$144,800.66

Stantec has reviewed the list of RFIs with the County and has expended effort on RFIs throughout the construction period that has not been charged to the County. This amount has been noted in the monthly invoices and progress reports, and totals \$41,003.05 up to week ending November 14, 2025. The amount is not included in the overspend on the RFI task and will not be billed to the County.

The proposed budget increase for each of the tasks described above are summarized in Table 4. Stantec respectfully requests that the County consider authorizing an additional \$295,567.92 for these services. Please note that Stantec's individual task budgets are estimates only, and we reserve the right to adjust budget amounts between tasks, as long as the total fee is not exceeded. Stantec's invoicing will be based on the Standard Fee Schedule in effect at the time the services are rendered.

**Table 4 – Summary of Proposed Budget for Change Order #4**

Task	Budget
Task 1 – Project Management	\$11,887.14
Task 2.2 – Progress Meetings	\$15,385.18
Task 3.6 – Project Coordination	\$48,773.12
Task 3.1 – Submittal Reviews	\$74,721.82

Reference: Proposal for Change Order No. 04 - Budget Increase Request

Task 3.2 – RFI Responses	\$144,800.66
<b>Proposed Total for Change Order #4</b>	<b>\$295,567.92</b>

Table 5 provides a summary of the budget over the course of the project. With the approval of Change Order #4, the authorized project budget will be increased to \$1,106,905.42.

**Table 5 – Summary of Contract Changes**

Description	Date	Fee
South Truckee Meadows Steamboat Lift Station and Force Main Agreement (PO 6500006045)	8/19/2024	\$740,674.00
Change Order #1 Total	7/16/2025	\$16,066.50
Change Order #2 Total	8/14/2025	\$16,409.00
Change Order #3 Total	11/6/2025	\$38,188.00
Proposed Change Order #4 Total		\$295,567.92
<b>Total New Proposed Budget</b>		<b>\$1,106,905.42</b>

Stantec appreciates the opportunity to provide these services for the County. If you have any questions or need any additional information, please do not hesitate to contact us.

Respectfully yours,

**Stantec Consulting Services Inc.**

Lifton, Mary

Digitally signed by Lifton, Mary  
DN: CN=Lifton, Mary,  
OU=Internal, OU=Users,  
OU=stantec, DC=corp, DC=nads  
Date: 2025.11.20  
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