

DOUGLAS COUNTY, COLORADO

REQUEST FOR PURCHASE ORDER CHANGE

PO NUMBER ~ 2023950
PO BALANCE ~ \$80,500.00

VENDOR NAME ~ DLH Architecture, LLC

****ENTER DOLLARS AND CENTS****

G/L ACCOUNT # BUSINESS UNIT/OBJECT	LINE TYPE	ORIGINAL PO AMOUNT	NET \$\$ OF PREVIOUS CHANGE ORDERS	INCREASE (DECREASE)	TOTAL PO AMOUNT
870066.472300	J	\$230,000.00	\$0.00	\$7,980.00	\$237,980.00

TOTALS \$7,980.00

CHECK HERE MEETING DATE
CHANGE ORDER REQUIRES FURTHER DISCUSSION & SIGNATURES AND IS THEREFORE ON THE BOCC STAFF MEETING AGENDA, AS SPECIFIED ABOVE

DIVISION:	<u>Patrol - District 8 Housing</u>	REQUESTED BY:	<u>Sonia Steranko</u>
REASON FOR CHANGE:	<u>Additional services to add a traffic engineering report and onsite wastewater treatment system design to current contract</u>		
DIVISION/DEPARTMENT APPROVAL SIGNATURE:	_____	DATE:	_____

NOTE #1: REQUIRES APPROVAL OF THE COUNTY MANAGER

a) If this change order, in addition to any previous change orders, increase the total purchase order amount to \$25,000 or more, or;

b) When this change order increases the total amount of the purchase order and the amount of the original purchase order was issued for \$100,000 or more (and approved by two (2) Commissioners at an official business meeting).

NOTE #2: REQUIRES APPROVAL OF THE COUNTY MANAGER AND TWO (2) COUNTY COMMISSIONERS

a) If this change order is in the amount of \$100,000 or more, or;

b) If this change order, in addition to any previous change orders, increase the total purchase order amount to \$100,000 or more.

COUNTY MANAGER:	_____	DATE:	_____
COUNTY COMMISSIONER:	_____	DATE:	_____
COUNTY COMMISSIONER:	_____	DATE:	_____

PURCHASING REVIEW:	_____	DATE:	_____
BUDGET REVIEW:	_____	DATE:	_____
ENTERED BY:	_____	DATE:	_____



June 11th, 2024

Troy Bahr
Douglas County Justice Center – Facilities Manager
Douglas County Government
3020 Industrial Way
Castle Rock, CO 80109

RE: DCG District 8 – New Construction – Additional Services Request #2

Troy,

DLH Architecture, LLC is presenting this additional service request to **Douglas County Government** for adding a traffic engineering report and onsite wastewater treatment system design to our current contract.

Added Scope for the District 8 Project:

- Subconsultant will design and engineer and onsite wastewater treatment system.
- Subconsultant will determine sanitary design flow from homes and office.
- Subconsultant will perform a trip generation analysis for the project using trip rates/equations provided in the most current Institute of Transportation Engineers' (ITE) Trip Generation Manual and Handbook.
- Subconsultant will provide transportation engineering, planning, and related technical services necessary to complete the required traffic study per County requirements which are outlined in the adopted Douglas County guidelines set forth in the Roadway Design and Construction Standards.

Added Subconsultants:

- 3 Rocks Engineering & Survey was contracted to design the septic system, leach field, and related equipment.
- Fox Tuttle was contracted to provide the trip generation analysis and traffic engineering report.

Schedule:

- The work has already been completed so it won't affect the schedule.

Additional Fee Request:

The proposed fee for the additional work described above would be an additional \$7,980.

Sincerely,

A handwritten signature in black ink that reads "Nathan Albers".

Nathan Albers

Douglas County Government
Facilities

CHANGE ORDER #1

Project: District 8 – Bunkhouse & Emergency Service
Date: June 14, 2024

Contractor: DLH Architecture
Change Order: #1

This contract shall be changed as follows:

CHANGES:

ASR #2 – Traffic engineering report and analysis, design of septic system and leach field. \$7,980

Total Change Order \$7,980

By signature below the contractor acknowledges acceptance of this change order as full compensation to the contractor for all costs related in any way to this work and its effect on other work already contracted for.

CONTRACT STATUS:

Original Contract Sum	\$230,000
Previous Change Orders	\$0
Current Contract	\$230,000
This Change Order	\$7,980
NEW CONTRACT TOTAL	\$237,980

The Contract terms will be extended via this change order for 0 calendar days. Therefore, the date of the Final Completion as of the date of this Change Order will not be changed.

NOT VALID until signed by the Architect and Owner, and approved by the Douglas County Government Project Manager as required by County policy.

DLH Architecture L.L.C.
Architect



By

6.14.24

Date

Douglas County Government
Owner



By

6.24.24

Date