CLEAR FORM

Document Control #: PD-

PARK DIRECTOR'S APPROVAL REQUEST FORM

CONTRACTOR: Bratslavsky Consulting Engineers, Inc. BI#/Non L&I* N/A

**If Contractor does not have UBI#, must be reported as "worker" in SnoStat Report*

Phone: (877) 844-5264

Address: 23939 SW Gage Road City: Wilsonville State: OR

DESCRIPTION: Whitehorse Trail Design & Improvements Consultant Services

FACILITY Whitehorse Trail

DOCUMENT BASIS:

Authority **Document type** ***Fair Service Contracts up to $10K & no longer than 1 year*

21-03 (1G): Amendments, Change Orders for $25K or less for those subject to bidding require

CONTRACT AMENDABLE or RENEWABLE? ☐ No ☒ Yes

Is this an Amendment? ☐ No ☒ Yes

Please Explain: Time extension only to allow for sufficient time to negotiate potential easement acquisiton which will determine design direction for next phase of project and contract

AMOUNT: $ 0.00 Administrative fee charged? ☐ Yes ☒ No ☐ In-kind

ANNUAL REPORT REQUIRED? ☒ No ☐ Yes

ANNUAL INSPECTION REQUIRED? ☒ No ☐ Yes

INSURANCE CERTIFICATE REQUIRED? ☐ No ☒ Yes EXPIRATION DATE:

INSURANCE ENDORSEMENT REQUIRED? ☐ No ☒ Yes EXPIRATION DATE:

ESTIMATED NUMBER OF PARTICIPANTS (if applicable): N/A

DATE COMMENCING: 09/30/2023 COMPLETION DATE: 11/30/2023

APPROVED:

☐ Prosecuting Attorney Date:

☐ Standard Language Approved (boilerplate verified)

☐ Risk Management. If n/a state why:

INTIATED/VERIFIED COMPLETENESS BY:

CONTRACT ADMINISTRATOR: Emily Griffith

AUTHORIZED SIGNATURE: Sharon Swan 9/28/23

Date

Tom Teigen, DCNR Department Director

Sharon Swan, Division Director of Parks and Recreation (see auth. per Delegation Letter)

Kara Underwood, Fair Park Manager of DCNR (see auth. per Delegation Letter)

PRINT FORM