



MR# 23-269
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Department Head Signature	Date	Original RQ #	Estimated Cost
<i>Michele [Signature]</i>			\$
Is this Procurement State or Federally funded?	YES	NO	

Reason for Modification Request:

Please complete this form and attach all supporting documents.
Give complete, accurate, detailed explanation of your request. Please be specific.

Sole Source: The purchase of a commodity or service from the only known single source. *Attach verification.*
Code Provision: [53.50.090 \(c\)](#)

Class 2 Emergency: A circumstance that poses a threat to the health, welfare or safety of the public.
Code Provision: [53.50.090 \(L\)](#)

Rider to Another Contract: A vendor may extend another government agency's bid or contract pricing to CBJ. The proposed purchase must meet CBJ purchasing requirements and must have been competitively bid.
Code Provision: [53.50.090 \(f\)](#) **Agency:** _____ **Contract #:** _____

No Substitute: A request for a specific brand name and model number of a particular item to be purchased. The item must be available from more than one supplier.

Other: Clear explanation is required. **Code Provision:** (if applicable) _____
Explanation:

Approved By:

Renée Lorse

Purchasing Officer

02/14/2023

Date

FY	RQ	\$ Amount	PO #	Purchasing Approval

City Manager **Date**

Purchasing Officer Comments:

Expiration Date: _____

Request for Modification Waiver for Off-Highway Vehicle Training Workshop

The Parks and Recreation Department seeks to hire a non-profit, National Off-Highway Vehicle Conservation Council (NOHVCC), to host a staff and volunteer workshop in Juneau on designing and constructing OHV trails at 35 mile. NOHVCC is the only organization in the US that travels to and works with communities around the country on OHV design and construction.

In 2013, as a subcontractor to a local engineering firm, NOHVCC came to Juneau to work with CBJ and produced a feasibility report for the 35 mile ORV park. As part of this work, they did field assessment of the site, gathered GIS and topo data, environmental data, and led a public meeting and stakeholder meetings. The report they produced is attached and they also produced slideshows for their public meetings.

This organization is known throughout the country as the industry voice for safety and stewardship of OHV construction, maintenance, management, and training. Their stated mission and objectives from their website (<https://nohvcc.org/about-us/>) is:

Mission

NOHVCC, as a national body of OHV recreation enthusiasts, develops and provides a wide spectrum of programs, materials and information, or “tools”, to individuals, clubs, associations and agencies to further a positive future for responsible OHV recreation.

Mission Objectives

- Help establish new OHV clubs and state associations where they don't already exist;
- Strengthen existing clubs and state associations by providing information, training and services to help them be more effective;
- Improve and promote responsible OHV recreation management and resource protection by working in partnership with private and public land managers and recreation planners;
- Provide and promote best management practices for OHV recreation planning, development and management to policy makers;
- Promote a positive OHV recreation image to all publics;
- Build a better understanding of responsible OHV recreation among all publics;
- Build recognition and acceptance that OHV recreation is a positive activity and promotes a responsible life style;
- Provide broad-based, ongoing educational opportunities for OHV recreationists, recreation planners and decision-makers; Provide and promote educational, safety, ethics, environmental and character-building programs for all OHV recreationists including youth; and
- Emphasize the benefits of responsible recreation behavior and raise awareness of the impacts from irresponsible recreation activity.

In researching other riding parks and state and municipal riding areas, NOHVCC's work, training, management plans are found across the country. I cannot find anyone else that does this type of work. This work may be funded by the Alaska DNR Recreation Trails Program. P&R applied for this grant and included this project in the request. We should find out if they grant is awarded in February or March 2023. If not, we will fund this work through existing CIP funding.