



**DeKalb County**  
**Roads and Drainage Division**  
**Public Works Department**  
Peggy V. Allen, Deputy Director, PW


**Chief Executive Officer**  
Michael Thurmond  
**Board of Commissioners**  
District 1  
Robert Patrick  
District 2  
Michelle Long Spears  
District 3  
Nicole Massiah  
District 4  
Steve Bradshaw  
District 5  
Mereda Davis Johnson  
District 6  
Edward "Ted" Terry  
District 7  
LaDena Bolton

## MEMORANDUM

**December 31, 2024**

**TO:** Michelle Butler, Chief Procurement Officer | Purchasing & Contracting

**THROUGH:** Zachary L. Williams, COO  
Rick Lemke, Public Works Director

**FROM:**  Peggy V. Allen, DDPW, Roads and Drainage

**SUBJECT:** Procurement Request for 2nd Renewal Option for DeKalb County Contracts CPA 1333003- Atlas Technical Consultants; 1333006- International Design Services, Inc.; and 1333013- Terminus Land Surveying & Services, LLC (ITB No. 22-101501 Professional Inspection Services for Public Works (Annual Contract with 2 Options to Renew)

**Original Contract Term and Dollar Amount:** May 23, 2023 through May 31, 2024; and Total \$2,505,000.00

**Previous Changes to the Dollar Amount:** \$0.00

**Previous Changes to the Term:** 1<sup>st</sup> Renewal Extension through May 31, 2025

**Current Cumulative Contract Term and Dollar Amount:** Term Expires May 31, 2025 and \$2,505,000.00 Cap funding.

**Proposed Contract Term and Dollar Amount:** 2<sup>nd</sup> Renewal Contract Term Extension for 12 months through May 31, 2026; and retain current total Cap funding \$2,505,000.000.

**Detailed Description of Requested Changes:**

PW-R&D requests the 2<sup>nd</sup> Renewal extension and retain current Caps funding amount as 1) 1333003-Atlas Technical Consultants - \$1,500,000.00; 2) 1333006-International Design Services, Inc.- \$660,000.00; and 3) 1333013-Terminus Land Surveying & Services, LLC- \$345,000.00; Total \$2,505,000.00.

**Justification for Requested Changes:**

The County is required every year to inspect its 149,000 MS4 items in the infrastructure inventory and over 999,500 linear feet of conveyances. MS4 inventory includes catch basins, detentions pond, pipe, ditches, etc. Per State EPD/NPDES Permit requirements, R&D must annually inspect 20% of the County's MS4 inventory; that is 30,000 inspections/year. Also, the County is required to meet NPDES requirements and to reduce the drainage inspection queue and backlog. R&D cannot solely complete the task. Outside contractors

are needed in order to meet these requirements and remain in compliance. We anticipate assigning additional inspections to the existing contractors who will have to bring on additional resources and subsequent additional costs to complete the task. It is imperative to complete the task; and all prices have surged. Work assignments have recently increased.

Low spend is due to the contingency to complete initial service for the MS4 inventory; and obtaining executed contracts for the subsequent Notices to Proceed to begin work.

cc: Crystal Creekmore  
Desmore Joseph  
Michele Smith