



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

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MEMORANDUM

July 29, 2025

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

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

Richard W. Lemke
Digitally signed by
Richard W. Lemke
Date: 2025.07.29
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FROM: ✓ Peggy V. Allen, DDPW - Roads and Drainage Div.

SUBJECT: Proposed Amendment/Change Order No. 4 to DeKalb County CPA 1258006
Arcadis US, Inc. (RFP No. 20-500539 Stormwater Master Plan (365 days))

Original Contract Term and Dollar Amount: December 27, 2021 through December 31, 2022 and \$572,180.00

Previous Changes to the Dollar Amount: CO #1 no additional funding; and CO #2 additional \$714,760.00 and CO #3 no additional funding

Previous Changes to the Term: CO #1 Extension 7 months to July 31, 2023; CO #2 Extension 17 months to December 31, 2024; and CO #3 Extension to December 31, 2025

Current Cumulative Contract Term and Dollar Amount: Term Ends December 31, 2025 and \$183,479.93.00.

Proposed Contract Term and Dollar Amount: Extend 18 months to June 30, 2027 and \$1,175,500.00 additional funding.

Detailed Description of Requested Changes: R&D requests CO #4 contract term extension for 18 months to June 30, 2027; and Total \$1,175,500.00 additional funding for CPA 1258006 -Arcadis U.S., Inc. (RFP No. 20-500539).

This request will allow additional time and funding (\$1,154,550.00) needed to complete the additional scope of work for the new Phase II Stormwater Master Plan for North Fork and South Fork of Peachtree Creek Watersheds.

It will also compensate (\$20,950.00) for the additional 5-month extension in the project schedule caused by additional project management services and meetings due to challenges to complete Arcadis's request to bring on an additional LSBE-subcontractor, Accura Engineering, to provide a higher level of engineering expertise needed to complete the separate Snapfinger Creek Stormwater Master Plan.

(Continued):

CO #4: Arcadis US, Inc. - CPA 1258006 (Stormwater Master Plan - (RFP No. 20-500539))

Justification for the Proposed Changes and an Explanation of why the County should not consider a Competitive Bid:

The extension will allow the contractor time to shore up and complete current stormwater master planning Tasks plus the approved additional Tasks. The contract also received approval to switch billing to hourly rates. It also experienced a lag in startup of project work due to its contract execution during the pandemic period.

cc: Crystal Manson
Desmore Joseph
Michele Smith