



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

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MEMORANDUM

July 23, 2024

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

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

FROM: Peggy V. Allen, DDPW - Roads and Drainage Div. ✓

SUBJECT: Proposed Amendment/Change Order No. 3 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 with no additional funding; and CO #2 for additional funding \$714,760.00

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

Current Cumulative Contract Term and Dollar Amount: Term Ends December 31, 2024 and \$1,286,940.00.

Proposed Contract Term and Dollar Amount: Extend 12 months to December 31, 2025 with no additional funding.

Detailed Description of Requested Changes: R&D requests a contract term extension for 12 months to December 31, 2025 with no additional funding for CPA 1258006 -Arcadis U.S., Inc. (RFP No. 20-500539). CO #2 approved vendor to switch billing to hourly rates. CO #1 Extension was required due to the initial lag between the initial contract date on December 16, 2021, the project kick-off date on February 3, 2022 and the time for the initial data collection period. This Change Order No. 3 request will allow completion of all Tasks for stormwater master planning required for the County.

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 additional Tasks recently approved.

cc: Crystal Creekmore
Desmore Joseph
Melvin Robinson
Michele Smith