



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



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MEMORANDUM

February 3, 2026

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

THROUGH: Zachary L. Williams, COO

FROM: Peggy V. Allen, DDPW

**SUBJECT: Procurement Request for Change Order No. 1 for DeKalb County Contracts:
 (ITB No. 22-101501 Professional Inspection Services for Public Works
 (Annual Contract with 2 Options to Renew)**

Atlas Technical Consultants -1333003	\$0.00
International Design Services, Inc.- 1333006	\$0.00
Terminus Land Surveying & Services, LLC (IDS) - 1333013	\$300,000
TOTAL	\$300,000

Original Contract Term and Dollar Amount: May 23, 2023 through May 23, 2024; and Total \$2,505,000

Previous Changes to the Dollar Amount: 1st Renewal \$2,505,000; and 2nd Renewal for \$2,782,148

Previous Changes to the Term: 1st Renewal Extension through May 23, 2025; and 2nd Renewal Extension through May 31, 2026

Current Cumulative Contract Term and Dollar Amount: Term Ends May 23, 2024 and \$ 2,782,147.75

Proposed Contract Term and Dollar Amount: Change Order Extension through May 31, 2027 and total funding \$300,000.

Detailed Description of Requested Changes:

PW-R&D requests CO #1 for all three (3) contracts to extend term for 12 months through May 31, 2027; and additional cap funding \$300,000 for Terminus-1333013. (ITB 22-101501 Professional Inspection Services for Public Works).

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. State EPD/NPDES Permit requirements and compliance requires R&D to annually inspect 20% of the County's MS4 inventory; (equates to 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.

cc: Chuck Ellis, Director of RPCA
Desmore Joseph
Crystal Manson
Michele Smith