



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Recreation, Parks & Cultural Affairs	From: Purchasing & Contracting
RFP No.: 22-500622	Title: Comprehensive Trail Greenway Master Plan
Effective Date: February 28, 2023	Expiration Date: August 31, 2025
Contract APPROVED Amount: \$598,300.00	Number of Change Orders to Date: 3

Contractor(s)	Contract No.	Agrees to Extend
Toole Design Group, LLC	1323040	Yes

User Department Recommendation: Renew ☐ Bid ☐ Increase ☒ Decrease ☐

Funding for Renewal Term: Contract term increase only

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General ☐ Enterprise ☐ 3 Digit Fund Code _____ SPLOST ☐ Category _____
CIP Line Item No. (if applicable): _____

Justification:

RPCA requests an extension only for the contract 1323040 with Toole Design Group, LLC, to December 31, 2025.



Department Director Signature

8/18/2025

Date

For Use by Purchasing and Contracting:

Approve ☒ Deny ☐

Additional Comments:

Willie Moon
Digitally signed by Willie Moon
Date: 2025.09.26 03:28:56 -04'00'

9/26/2025

Date

Purchasing and Contracting Signature