

# Atlas Memo



2450 Commerce Avenue, Suite 100, Duluth Georgia 30096-8910


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**To:** Zachary Williams, COO, DeKalb County CEO's Office

**Subject:** Request for Change Order Number Two to Program Management Contract

**Date:** 6/1/23

**Project:** DeKalb SPLOST Program Management Contract No. 1116360

**From:** Chris Kingsbury 

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1. We respectfully ask your consideration of a second Change Order to our program management contract. The primary reason we are seeking additional funds is we are working closely with each department on possible projects that could be included in the upcoming referendum this fall to continue SPLOST from 2024 to 2030. The current SPLOST Program was largely defined prior to our contract and limited to work in three categories: transportation, public safety, and capital facility repair. Our initial tasks focused on validating budgets and creating schedules to balance contracts and cash flow. Most of our efforts to date have focused on project implementation and reporting. The proposed SPLOST has 14 categories covering substantially more components of the County's assets, including:

- Storm Water
- Cultural, Recreational and Historic Facilities
- Water and Sewer
- Courthouse, administrative buildings, civic center, libraries, detention and solid waste facilities
- Voting Equipment
- Hospital Facilities

We estimate that the additional effort to evaluate the cost and feasibility of this wider range of potential projects is approximately 2 additional Full Time Equivalent (FTE) personnel over the next four months.

- The value of the additional work to advise on SPLOST 2 needs and project categories is \$403,200.00.

Cell 404/931-3835  
e-mail [chris.kingsbury@oneatlas.com](mailto:chris.kingsbury@oneatlas.com)

**CONTRACT CHANGE ORDER REQUEST**

**DEKALB COUNTY, GEORGIA**

To: Atlas Technical Consultants/  
Formerly Known as Moreland  
Altobelli Associates, LLC. 2450  
Commerce Avenue, Suite 100  
Duluth, GA 30096

Change Order No.	<u>2</u>
Today's date:	_____
Contract NTP Date	8/2/2018
Current Contract End	12/31/2023

Subject: Increase in Contract Value for:

Special Purpose Local Option Sales Tax (SPLOST)  
Program Management Core Services to assist  
County Administration and staff with development  
of potential SPLOST 2 Project Categories and  
Costs. No additional time requested.

Project Name: <u>SPLOST Program Management Services</u>
Project number: <u>PM Core Services</u>
Award number: <u>RFP No. 17-500474</u>
Contract No. <u>1116360</u>

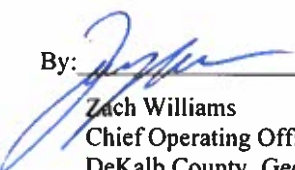
You are hereby authorized to continue performing the project scope of work services defined in the above-referenced Contract executed 8/2/18.


Payment will be in accordance with the above referenced Contract, as applicable.

Original Total Not to Exceed Cost	\$14,998,844.39
Revised Total Not to Exceed Cost from CO1	\$17,763,346.75
Additional Contract Cost	\$403,200.00
Revised Total Not to Exceed Cost	\$18,166,546.75

DEKALB COUNTY, GEORGIA

ATLAS TECHNICAL CONSULTANTS/MORELAND  
ALTOBELLI ASSOCIATES, LLC

By:   
Zach Williams  
Chief Operating Officer  
DeKalb County, Georgia

By:   
Chris Kingsbury  
Program Manager

# Atlas Memo



2450 Commerce Avenue, Suite 100, Duluth Georgia 30096-8910

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**To:** Zachary Williams, COO, DeKalb County CEO's Office

**Subject:** Request for Change Order Number Three to Program Management Contract

**Date:** 6/1/23

**Project:** DeKalb SPLOST Program Management Contract No. 1116360

**From:** Chris Kingsbury *CK*

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We respectfully ask your consideration of a third Change Order to our program management contract. The primary reasons we are seeking additional funds are:

1. We are providing Construction Inspection Services (CEI) on three 25-mile resurfacing contracts and will be providing inspectors shortly on a fourth. This is a similar situation to a key factor that was the basis for our first change order. Approximately 30% of complete, active, and pending Work Authorizations are for resurfacing CEI work.
2. Our current contract was intended to be for six years or 72 months. However, the contract as currently defined in the attached Contract Purchase Agreement (CPA) has an end date of 12/31/23, a 66-month period. Please note the CPA is also dated June 29, 2018, which is 35 days in advance of our Notice to Proceed of August 2, 2018, also attached.
3. Change Order Number One's value was based on both increased operating costs and staff hours. The same factors are the primary drivers of this request, costs have not decreased, and we are headed into the final phases of the program's resurfacing efforts with four active contracts. The same situation we faced at the start. Our current fee is approximately 4% of projected revenue; our proposed fee would be approximately 5%. Since it includes both Program and Project Management tasks which are typically four percent of a program's costs; as well as CEI, which can range from an additional 3% to 5% of construction costs, our services to DeKalb are below industry standards.

The cost of our requested increase in contract value is based on the current monthly average of our past 54 invoices, \$295,365.59. The additional value for 72 months after we reach our contract maximum at the end of this July is \$2,953,655.90.

We also note that our current LSBE utilization rate is 24% and we intend to maintain this average on future invoices.

Cell 404/931-3835  
e-mail [chris.kingsbury@oneatlas.com](mailto:chris.kingsbury@oneatlas.com)

Contract Purchase Agreement 1116360, 1




**DeKalb County**  
**Department of Purchasing & Contracting**  
**The Maloof Centre, Second Floor**  
**1300 Commerce Drive**  
**Decatur, Georgia 30030**  
**Phone: (404)371-7051**

Type	<b>Contract Purchase Agreement</b>
Order	<b>1116360</b>
Revision	<b>1</b>
Order Date	<b>29-JUN-2018</b>
Created By	<b>Creekmore, Crystal</b>
Revision Date	<b>01-DEC-2022</b>
Current Buyer	<b>Creekmore, Crystal</b>

**Supplier: ATLAS TECHNICAL CONSULTANTS**  
**LLC**  
**2450 Commerce Avenue**  
**Suite 100**  
**Duluth, GA 30096-8910**

**Ship To: See Below**  
**Decatur, GA 30030**

**Invoice To: DeKalb County Finance Department**  
**1300 Commerce Drive**  
**Decatur, GA 30030**

Supplier No.	Payment Terms	Freight Terms	FOB	Ship Via
101107	Immediate	Prepaid & Allowed	Destination	BEST SHIPPING METHOD
Effective Start Date	Effective End Date	Amount Agreed (USD)		
26-JUN-2018	31-DEC-2023	17,356,564.77		
Confirm To/Telephone	Requester/Deliver To			
Authorized By 				



DeKalb County  
G E O R G I A

August 2, 2018

Moreland Altobelli Associates, LLC  
2450 Commerce Avenue, Suite 100  
Duluth, Georgia 30096

Attention: Mr. Buddy Gratton, President

Dear Mr. Gratton,

<b><u>Acknowledgement</u></b>	
Receipt of this Notice to Proceed is hereby acknowledged.	
8/2/18	
Date	
Signature	

**NOTICE TO PROCEED**

**Request for Proposals No. 17-500474 for Special Purpose Local Option Sales Tax (SPLOST)  
Program Management Services**

You are hereby authorized to proceed to provide services under the subject contract. Services under this contract shall commence and shall be completed in accordance with the terms of the contract. Attached is a hand-signed copy of Contract No. 1116360.

Please coordinate these services with Delores Crowell, Intergovernmental Affairs Manager, (or her designee), telephone number (404) 371-6258.

Sincerely,

Cathryn Horner, CPPB  
Procurement Manager – Team A  
Department of Purchasing and Contracting

cc: Michael L. Thurmond, Chief Executive Officer

**CONTRACT CHANGE ORDER REQUEST**

**DEKALB COUNTY, GEORGIA**

To: Atlas Technical Consultants/  
Formerly Known as Moreland  
Altobelli Associates, LLC. 2450  
Commerce Avenue, Suite 100  
Duluth, GA 30096

Change Order No.	<u>3</u>
Today's date:	_____
Contract NTP Date	8/2/2018
Current Contract End	12/31/2023
Proposed Contract End	6/30/24

Subject: Increase in Contract Value and Time for:

Special Purpose Local Option Sales Tax (SPLOST)  
Program Management Core Services.

Project Name: <u>SPLOST Program</u> <u>Management Services</u>
Project number: <u>PM Core Services</u>
Award number: <u>RFP No. 17-500474</u>
Contract No. <u>1116360</u>

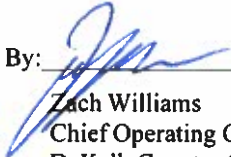
You are hereby authorized to continue performing the project scope of work services defined in the above-referenced Contract executed 8/2/18.

Payment will be in accordance with the above referenced Contract, as applicable.

Original Total Not to Exceed Cost	\$14,998,844.39
Revised Total Not to Exceed Cost from CO1	\$17,763,346.75
Additional Contract Cost	\$2,953,655.90
Revised Total Not to Exceed Cost	\$20,717,002.65

DEKALB COUNTY, GEORGIA

ATLAS TECHNICAL CONSULTANTS/MORELAND  
ALTOBELLI ASSOCIATES, LLC

By:   
Zach Williams  
Chief Operating Officer  
DeKalb County, Georgia

By:   
Chris Kingsbury  
Program Manager