



DeKalb SPLOST
Change Order Request
Administrative Authorization

ITB No. _____ Contract No. 17-002 Change Order # 1
Request Date 2/28/2025 Project Type Fire Station #5 Design
Project Description Permit Fees for station 5 design submission

Contractor Pond & Co. Purchase Order Authorized Amount 584,244.00
Change Order Amount \$2,000.00 Change to Purchase Order 1377783
Requester Name Nick Jovene Requester Title SPLOST Program Manager

Items for Proposed Change or Addition

Item	Unit of Measure	Quantity	Unit Cost	Total Cost
Permit Review Fees	LS	1	2,000.00	2,000.00

Explanation of Necessity for Change or Addition Fees for Permit Review

Tremayne McMurray 3-2-2025
Division Manager Date

Kevin Park 02/28/2025
Contractor Name Print Date

Director _____ Date _____
Nick Jovene 2/28/2025
SPLOST PM Construction Manager Date

Kevin Park
Contractor Sign
Senior Project Manager
Contractor Title

Ledia K. _____ Date _____
SPLOST PM Coordinator

James L. Williams 3/4/25
COO/Executive Assistant Date

The Chief Executive Officer or his designee shall have the authority to approve and execute a Change Order lowering the Contract Price or increasing the Contract Price up to twenty percent (20%) of the original Contract Price provided that the total amount of the increase authorized by such Change Order is less than \$100,000.

Req 257



3500 Parkway Lane Suite 500
Peachtree Corners GA 30092
T 678 336 7740

February 18, 2025

Mr. Nicholas Jovene | Senior Program Manager CGL Companies
DeKalb County SPLOST Program Manager

Re: DeKalb County Fire Station #5 – Change Order for Permit Review Fee
PO # 1377783

Dear Nick,

Pond & Company (Pond) and its subconsultants completed the documents and is planning to submit to DeKalb County and City of Tucker for Land Disturbance Permit review. The review fees that will be assessed by the County and the City were not included in the original contract. This change order request is for the additional funds to cover the permit review fee. Please note that we have calculated this fee based on Station 27 and may change when we submit.

Proposed Change Order Fee:

- Estimated County permit review fee based on 5.4 acres disturbed site: \$ 1,700.00
- Estimated City permit review fee: \$ 300.00
- **Total Fee: \$2,000.00***

*Before this amount is paid to DeKalb County and City of Tucker, Pond will provide actual back up for approval.

Payment Terms:

No change

If I can answer any questions pertaining to this proposal, please do not hesitate to contact me at kevin.park@pondco.com. Thank you for this opportunity and we look forward to continue working with DeKalb County Fire Rescue Team.

Respectfully submitted,

POND & COMPANY

Kevin Park, AIA, CDT, LEED AP BD+C
Senior Project Manager

ACCEPTED:

Mr. Nicholas Jovene
DeKalb County SPLOST Program Manager

Date



DeKalb SPLOST Change Order Request Administrative Authorization

ITB No. _____ Contract No. 17-002 Change Order # 1

Request Date 2/27/2028 Project Type Fire Station 16 Design

Project Description Permit Fees for station 16 design submission

Contractor Pond & Co. Purchase Order Authorized Amount 531,994.00

Change Order Amount 4,482.50 Change to Purchase Order 1340468

Requester Name Nick Jovene Requester Title SPLOST Program Manager

Items for Proposed Change or Addition

Item	Unit of Measure	Quantity	Unit Cost	Total Cost
Permit Fees	LS	1	4,482.50	4,482.50

Explanation of Necessity for Change or Addition Fees for permit review

Tremayne McMurray 3-2-2025
Division Manager Date

Kevin Park 02/28/2025
Contractor Name Print Date

[Signature] 2/28/2025
Director Date
SPLOST PM Construction Manager Date

[Signature]
Contractor Sign
Senior Project Manager
Contractor Title

[Signature] 3/3/25
SPLOST PM Coordinator Date
[Signature] 3/4/25
Zachary L. Williams/COO/Executive Assistant Date

The Chief Executive Officer or his designee shall have the authority to approve and execute a Change Order lowering the Contract Price or increasing the Contract Price up to twenty percent (20%) of the original Contract Price provided that the total amount of the increase authorized by such Change Order is less than \$100,000

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3500 Parkway Lane, Suite 500
Peachtree Corners, GA 30092
T: 678 336 7740

February 18, 2025

Mr. Nicholas Jovene | Senior Program Manager CGL Companies
DeKalb County SPLOST Program Manager

Re: DeKalb County Fire Station #16 – Change Order for Permit Review Fee
PO # 1340468

Dear Nick,

Pond & Company (Pond) and its subconsultants completed the documents and is planning to submit to DeKalb County for Land Disturbance Permit review. The review fees that will be assessed by the County were not included in the original contract. This change order request is for the additional funds to cover the permit review fee. Please note that we have calculated this fee based on Station 27 and may change when we submit.

Proposed Change Order Fee:

- Estimated permit review fee based on 3 acres disturbed site: \$4,482.50
- **Total Fee:** \$4,482.50*

*Before this amount is paid to DeKalb County, Pond will provide actual back up for approval.

Payment Terms:

No change

If I can answer any questions pertaining to this proposal, please do not hesitate to contact me at kevin.park@pondco.com. Thank you for this opportunity and we look forward to continue working with DeKalb County Fire Rescue Team.

Respectfully submitted,

POND & COMPANY

Kevin Park, AIA, CDT, LEED AP BD+C
Senior Project Manager

ACCEPTED:

Mr. Nicholas Jovene
DeKalb County SPLOST Program Manager

Date



DeKalb SPLOST Change Order Request Administrative Authorization

ITB No. _____ Contract No. 17-002 Change Order # 2
Request Date 2/27/2025 Project Type Fire Station #27 Design
Project Description Permit Fees for station 27 design submission

Contractor Pond & Co. Purchase Order Authorized Amount 648,283.00
Change Order Amount 3,632.60 Change to Purchase Order 1316124
Requester Name Nick Jovene Requester Title SPLOST Program Manager

Items for Proposed Change or Addition

Item	Unit of Measure	Quantity	Unit Cost	Total Cost
Permit Fees	LS	1	3,632.60	3,632.60

Explanation of Necessity for Change or Addition Fees for permit review

Tremayne McMurray 3-2-2025
Division Manager Date

Kevin Park 02/28/2025
Contractor Name Print Date

[Signature] _____
Director Date
2/27/2028
SPLOST PM Construction Manager Date

[Signature] _____
Contractor Sign
Senior Project Manager
Contractor Title

[Signature] 3/3/25
SPLOST PM Coordinator Date

[Signature] 3/4/25
Zachary L. Williams/COO/Executive Assistant Date

The Chief Executive Officer or his designee shall have the authority to approve and execute a Change Order lowering the Contract Price or increasing the Contract Price up to twenty percent (20%) of the original Contract Price provided that the total amount of the increase authorized by such Change Order is less than \$100,000

19,267



3500 Parkway Lane, Suite 500
Peachtree Corners, GA 30092
T 678.336 7740

February 12, 2025

Mr. Nicholas Jovene | Senior Program Manager CGL Companies
DeKalb County SPLOST Program Manager

Re: Dekalb County Fire Station #27 – Change Order for Permit Review Fee
PO # 1316124

Dear Nick,

Pond & Company (Pond) and its subconsultants completed the documents and submitted to DeKalb County for Land Disturbance Permit review. The review fees assessed by the County are unusually high and was not included in the original contract. This change order request is for the additional funds to cover the permit review fee.

Proposed Change Order Fee:

• Commercial Engineering Inspection Fee:	\$1,110.40
• Commercial Engineering Review Fee:	\$ 710.40
• Commercial Erosion Control Inspection Fee:	\$ 318.40
• Commercial Erosion Control Review Fee:	\$ 323.68
• Fireline Fee:	\$ 875.00
• Fireline Plan Initial Review Fee:	\$ 100.00
• NPDES Fee:	\$ 94.72
• Firesite Plan Initial Review Fee:	\$ 100.00
• Total Fee:	\$3,632.60

Payment Terms:

No change

If I can answer any questions pertaining to this proposal, please do not hesitate to contact me at kevin.park@pondco.com. Thank you for this opportunity and we look forward to continue working with DeKalb County Fire Rescue Team.

Respectfully submitted,

POND & COMPANY

Kevin Park, AIA, CDT, LEED AP BD+C
Senior Project Manager

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DeKalb County – Fire Station #27 Additional Service

pg 2

ACCEPTED:

Mr. Nicholas Jovene
DeKalb County SPLOST Program Manager

Date