



**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: April 30, 2025
Contract APPROVED Amount: \$598,300.00	Number of Change Orders to Date: 2

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

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: _____
(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 a time extension only for the contract 1323040 with Toole Design Group, LLC, to August 31, 2025.

Clash O. Ellis

Department Director Signature

2/26/2025

Date

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Willie Moon

Digitally signed by Willie Moon
Date: 2025.03.17 05:20:48
-04'00'

3/17/25

Purchasing and Contracting Signature

Date