

**CONTRACT CHANGE ORDER REQUEST**  
**DEKALB COUNTY, GEORGIA**

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

Change Order No.	4
Today's date:	_____
Contract NTP Date	8/2/2018
Current Contract End	6/30/2024
Proposed Contract End	6/30/2030

Subject: Increase in Contract Value and Time for:  
  
Special Purpose Local Option Sales Tax (SPLOST)  
Program Management Services.

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
Additional Contract Cost from CO 1	\$2,764,502.36
Additional Contract Cost from CO 2	\$403,200.00
Additional Contract Cost from CO 3	\$2,953,655.90
Requested Additional Contract Cost CO 4	\$24,804,300.00
Revised Total Not to Exceed Cost	\$45,924,502.65

DEKALB COUNTY, GEORGIA

ATLAS TECHNICAL CONSULTANTS/MORELAND  
ALTOBELLI ASSOCIATES, LLC

By: \_\_\_\_\_

Zach Williams  
Chief Operating Officer  
DeKalb County, Georgia

By: \_\_\_\_\_

Chris Kingsbury  
Program Manager

# 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 Four to Program Management Contract

**Date:** January 31, 2024

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

**From:** Chris Kingsbury, SPLOST Program Manager

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We respectfully ask your consideration of a fourth Change Order to our program management contract. The primary reasons we are seeking additional funds, and an extension of time are:

1. We believe that with the passage of SPLOST II this past November, the pending changes to the composition of the Board of Commissioners – there will be at least three new members in 2025, and a new CEO, it is in the County's best interest to have continuity in the management of its SPLOST Programs.
2. The Administration and BOC have demonstrated their confidence in our services by the passage of three prior change orders. We believe the feedback you have received from elected officials, department heads, staff, members of the Citizen's Oversight Group and others has been positive concerning our performance.
3. The contract extension will allow the same consulting team members to continue assisting as an extension of the administration's staff to implement projects funded by SPLOST I proceeds and future SPLOST II capital improvements under the same scope as the current contract.
4. There are several high-profile SPLOST I projects currently in the design, property acquisition, bidding, and construction phases, including the \$10M contract to renovate the County Courthouse Parking Deck, new facilities to house Public Safety Operations currently located in the Bobby Burgess Building, new fire stations and four active resurfacing contracts.

DeKalb County secured the consulting services of Moreland Altobelli Associates, Inc. in the fall of 2018 to provide Comprehensive Program Management Services for the County's first SPLOST Program. The original value of the contract was estimated at \$14,998,844.39 and had a Notice to Proceed Date of August 2, 2018, and was anticipated to be for a six-year period. This would have placed the end date of the contract on July 31, 2024. Change Order No. 3, approved by the BOC, extended the contract until June 30, 2024; this reflects that the Contract Purchase Agreement (CPA) was dated June 29, 2018, which was 35 days earlier than our NTP. CO #3 also corrected a text error that defined the contract as a 66-month period with an end date on December 31, 2023.

This proposed Change Order would extend our contract to 6/30/2030. We estimate the value of the additional six years at \$24,804,300.00, which is 5% of the estimated SPLOST II revenue of \$496,086,000.00. This is the same percentage as our current fee in relation to the revenue projected to be received.

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

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We have requested three change orders to our contract, and they have all been approved by the BOC. The reasons included both changing market conditions and operating costs driven by the pandemic's impact on the economy; as well as project delivery schedules for resurfacing contracts that were accelerated. More miles of roadway segments were let as soon as possible requiring additional manpower for inspections and quality control.

The current Not to Exceed value of our contract is \$21,120,202.65, which is 5% of the total projected SPLOST I revenue of \$418,427,956.43. Our team's average monthly invoice over the past 60 invoices has been \$299,660.04 and the average invoice value per month over the past 12 months has been \$318,203.51. We would project the average invoice value per month for the first year to be in the same range. Our current contract allows an annual adjustment to our billing rates per personnel category, currently at 3%, and we request the county continue to allow this annual adjustment beginning in the calendar year 2025.

Our current LSBE utilization rate is 24% and we intend to maintain this average.

Thank you in advance for considering this request and please do not hesitate to contact me with any questions, comments or need for additional information.