

**DeKalb County**  
**Department of Purchasing and Contracting**  
**Change Order Request Form**

<b>User Department:</b> Planning & Sustainability	<b>From:</b> Purchasing & Contracting
<b>RFP/ITB No.:</b> 24-500667	<b>Title:</b> Presidential Parkway - Embry Hills Arts & Culture Small Area Plan (SAP)
<b>Effective Date:</b> 2/23/2025	<b>Expiration Date:</b> 12/31/2026
<b>Contract APPROVED Amount:</b> \$143,000.00	<b>Number of Change Orders to Date:</b> 0

Contractor(s)	Contract No(s).	Amount Spent
Pond & Company, Inc.	2000067	\$55,500.00

**For Use by User Department:**

**Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):**

Recommended Changes: This added scope includes additional analysis, outreach, and deliverables outlined below. To include an additional funding amount of \$110K.

Added Scope: To include an expanded study area, data collection/analysis, community engagement, and corridor street scape improvements along with housing, economic development, green space/environmental, branding/communication, corridor identity, and implementation strategies.

**If an increase to funding is required, provide the following:**


**Total Amount of Increase:** \$ 110,000

**Funding Source:** General ☐ Enterprise ☐ 3 Digit Fund Code: 350

SPLOST Category (if applicable): \_\_\_\_\_

CIP Line-Item No. (if applicable): \_\_\_\_\_

Other: District 1 has the funds. They are also in talks with CEO's office.

  
 Department Director Signature & Date

**For Use by Purchasing and Contracting:**

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Crystal Manson

Digitally signed by Crystal Manson  
 Date: 2025.08.08 11:49:19 -04'00'

Purchasing and Contracting Signature & Date