

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

User Department: Recreation, Parks & Cultural Affairs (RPCA)	From: Purchasing & Contracting	
RFP No.: 20-500558	Title: On Call Soil & Materials Testing, Surveying Services and Structural Analysis	
Effective Date: July 13, 2021	Expiration Date: December 31, 2026	
Contract APPROVED Amount: \$1,776,825.00	Number of Change Orders to Date: 3	
Contractor(s)	Contract No.	Agrees to Extend
MATRIX Engineering Group, Inc.	1258332	N/A

**User Department Recommendation:** Renew ☐ Bid ☐ Increase ☒ Decrease ☐

Funding for Renewal Term: **\$65,000**

(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 recommends to increase contract 1258332 for Matrix Engineering Group, Inc. to perform on call soil and materials testing, surveying services and structural analysis.

The increase is for RPCA to be able to perform ESA's phase I and phase II as well as survey services for the due diligence for potential acquisition of properties for parks.

*Cluck O. Ellis*

Department Director Signature

5/28/2025

Date

**For Use by Purchasing and Contracting:**

Approve ☒

Deny ☐

**Additional Comments:**

**Willie Moon** Digitally signed by Willie Moon  
Date: 2025.06.14 19:05:30 -04'00'

6.14.25

Purchasing and Contracting Signature

Date