



## SPLOST Project Initiation Package

1. **Date:** March 3, 2021

2. **Project Name and Requesting Department:**

The Department of Recreation, Parks and Cultural Affairs is requesting to procure services for reconstruction of a roofing system for the Callanwolde Fine Arts Center, located at 980 Briarcliff Road, Atlanta, Georgia 30306. This project is funded from SPLOST funds Category 3B Renovate athletic and recreation facilities including but not limited to roofs, shelters, and pavilions in an amount of \$1,049,450.00 using an existing on-call contract with NBC contractors.

Chuck Ellis, Director Dept. of Recreation, Parks and Cultural Affairs

*Chuck O. Ellis* Date 03/03/2021

3. **Deputy COO Head:**

Approved: Chief Jack Lumpkin, Deputy COO N/A Date \_\_\_\_\_

4. **Prepared by SPLOST Program Management Team:**

Chris Kingsbury, SPLOST Program Manager  
Ernest Slaughter, SPLOST Program Management Coordinator

5. **Need and Purpose:**

The company of NBC is a DeKalb on-call contractor and is the only on-call with sufficient experience in historic renovation and repairs to perform a project of this scale and complexity. Therefore; only one quote was submitted for this project. The projected cost of the Callanwolde roof replacement is \$1,049,450.00. This project is funded from SPLOST funds Category 3B – Renovate athletic and recreation facilities including but not limited to roofs, shelters, and pavilions. Estimated amount not to exceed \$1,049,450. 00

6. **Requested Services and Work Scope:**

- a. **Type of Work Being Requested.** Services shall include, personnel and materials necessary to provide the goods or services that are in compliance with specifications as authorized by the County.



X	a.	Construction (Roof Replacement)
	b.	Renovation/Restorations/Repairs/System Upgrades
	c.	Engineering /Civil/Parks & Special Works
	d.	Architectural/Building Renovation
	e.	Mechanical/Electrical/Plumbing
	f.	Transportation Study
	g.	Others

b. **Brief Description of Proposed Project:** Attached plans (location map, cross sections, renderings, etc.), if available

All work for this project consist of reconstruction of a roofing system for the Callanwolde Fine Arts Center, located at 980 Briarcliff Road, Atlanta, Georgia 30306.

c. **Pre-Construction Services When Required for Various Project Task:**

- Use of current on-call firm for services (Y/N) N/A
- Right of way or land acquisition required: N/A
- Environmental and permits required: N/A
- Utility design or coordination: N/A

7. **Proposed Budget** ( Including supporting details, detailed preliminary or final cost estimates, and SPLOST category)

Category	Estimated Cost	SPLOST Fund	Other Funds
Design	N/A	N/A	N/A
Right of Way/Land Acquisition	N/A	N/A	N/A
Utilities (Reimbursable Costs)	N/A	N/A	N/A
Environmental Mitigation	N/A	N/A	N/A
Construction - SPLOST	\$1,049,450.00	320-104789-80653-	TBD
Other Funds		541200-02.1.1.01-602007	
Procurement of Goods	N/A	N/A	N/A
Total Estimated Cost	\$1,049,450.00		

Approval Capital and Grants: \_\_\_\_\_

Date 3/2/02



**8. Expected Start and Finish Dates:**

Category	Anticipated Start	Anticipated Completion
Design	N/A	N/A
Right of Way/Land Acquisition	N/A	N/A
Utilities (Reimbursable Costs)	N/A	N/A
Environmental Mitigation	N/A	N/A
Construction	March 2021	December 2021

**9. Program Manager Action:**

- a. Date PM received: February 2021
- b. PM Recommendation: Proceed to process a Purchase Order  
Ernest Slaughter, Program Management Coordinator

*Ernest Slaughter* Date 3/8/2021

**10. SEC Action**

- a. SEC Action

Approve: *[Signature]* Date 3/8/21  
 Disapprove: \_\_\_\_\_  
 Defer: \_\_\_\_\_



# DeKalb SPLOST Change Order Request Administrative Authorization

ITB No. 19-101079 Contract No. 1175306  
 Request Date 5/18/2021 Project Type Flat Roof Replacement  
 Project Description Replace flat roof

Contractor Hawk Construction Purchase Order Authorized Amount N/A  
 Change Order Amount \$167,225 Change to Purchase Order N/A  
 Requester Name Allison Weissinger  
 Requester Title / Department Director-DeKlab Public Library

**Items for Proposed Change or Addition**

Item	Unit of Measure	Quantity	Unit Cost	Total Cost
Roof Replacement	1	LS	\$167,225	\$167,225

Explanation of Necessity for Change or Addition The flat roof at Flat Shoals Library needs to be removed and replaced

Division Manager \_\_\_\_\_ Date \_\_\_\_\_  
*Disuniform* 5/19/2021  
 Director \_\_\_\_\_ Date \_\_\_\_\_

*[Signature]* 5/18/21  
 SPLOST PM Construction Manager \_\_\_\_\_ Date \_\_\_\_\_

*[Signature]* 5/19/2021  
 SPLOST PM Coordinator \_\_\_\_\_ Date \_\_\_\_\_

*[Signature]* 5/19/21  
 Zachary L. Williams/COO/Executive Assistant \_\_\_\_\_ Date \_\_\_\_\_  
 or Belores Crowell/Director – Intergovernmental Affairs

Jerome Lee 5/18/21  
 Contractor Name Print \_\_\_\_\_ Date \_\_\_\_\_

*[Signature]*  
 Contractor Sign \_\_\_\_\_

Sr. Project Manager \_\_\_\_\_  
 Contractor Title \_\_\_\_\_

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.