



# PROPOSED CHANGE ORDER REQUEST

Department of Watershed Management

Contract Name: On-Call Engineering Services

Date: 10/22/2025

Contractor: Brown and Caldwell

Contract Number: 1284731

Change Order Number: 2

Contract Amendment Category: ☐ Cost ☒ Schedule ☐ Scope ☐ Deliverables

| Original Contract \$ Amount: | Contract Start Date: | Original Contract Time:(TERM) | Original Contract End Date: |
|------------------------------|----------------------|-------------------------------|-----------------------------|
| \$8,000,000.00               | 5/3/2022             | 1338                          | 12/31/2025                  |

| NTP Start Date: | Original Performance Days:(TIME) | Original Performance End Date: |
|-----------------|----------------------------------|--------------------------------|
| 5/19/2022       | 1321                             | 12/31/2025                     |

| Previous Change Order: | Previous Time Extensions (Days): | Previous Changes to \$ Amount: |
|------------------------|----------------------------------|--------------------------------|
| Change Order No. 1:    | 0                                | \$0.00                         |
| Change Order No. 2:    | 0                                | \$0.00                         |
| Change Order No. 3:    | 0                                | \$0.00                         |

| Current Contract Amount: | Current Performance Time (Days): | Current Performance End Date: | Current Contract End Date: |
|--------------------------|----------------------------------|-------------------------------|----------------------------|
| \$8,000,000.00           | 1321                             | 12/31/2025                    | 12/31/2025                 |

**Description of Proposed Changes:** Change Order 2 is being requested for a time and term extension for Brown and Caldwell to complete the existing task orders. No additional fund is being requested at this time.

**Justification of Proposed Changes:** Brown and Caldwell is currently working on several task orders that the completion time extend beyond the current contract expiration date due to the nature and complexity of the projects. This change order is being requested to allow sufficient time for Brown and Caldwell to close out any remaining and open task orders.

| Proposed Additional Performance Days: | Proposed Cumulative Performance Days: | Proposed Performance End Date: | Proposed Contract End Date: |
|---------------------------------------|---------------------------------------|--------------------------------|-----------------------------|
| 365                                   | 1686                                  | 12/31/2026                     | 12/31/2026                  |
| Proposed Changes to Dollar Amount:    | Proposed Cumulative Contract Amount:  | Amount Spent To Date:          |                             |
| \$0.00                                | \$8,000,000.00                        | \$2,976,967.69                 |                             |

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**Describe Any Risk Associated With This Change:** No known risk.

**Effect of NOT Approving This Change:** If the time extension request is not approved, Brown and Caldwell will not be able to complete the remaining tasks in time, resulted in projects being left undone.

**Engineering Manager's Approval:**

Signature: Alia Johnson  
Print Name & Date: Signed by: Alia Johnson  
Date & Time: Oct 24, 2025 10:19:21 EDT

**Watershed Deputy Director's Approval:**

Signature: Kerry Williams  
Print Name & Date: Signed by: Kerry B Williams  
Date & Time: Oct 27, 2025 08:33:12 EDT

**Watershed Director's Approval:**

Signature: Georginna L Lockett  
Print Name & Date: Signed by: Georginna L. Lockett  
Date & Time: Oct 27, 2025 11:53:01 EDT

**Purchasing & Contracting's Approval:**

Signature: Willie Moon  
Print Name & Date: Signed by: Willie Moon  
Date & Time: Oct 29, 2025 10:10:24 EDT

**Chief Operating Officer's Approval:**

Signature: Zachary L Williams  
Print Name & Date: Signed by: Zachary L Williams  
Date & Time: Oct 30, 2025 17:05:29 EDT

*Contract Name:* On-Call Engineering Services

*Contractor:* Brown and Caldwell

*Contract Number:* 1284731



# PROPOSED CHANGE ORDER REQUEST

Department of Watershed Management

Contract Name: On-Call Engineering Services

Date: 10/22/2025

Contractor: CDM Smith

Contract Number: 1284732

Change Order Number: 2

Contract Amendment Category: ☐ Cost ☒ Schedule ☐ Scope ☐ Deliverables

| Original Contract \$ Amount: | Contract Start Date: | Original Contract Time:(TERM) | Original Contract End Date: |
|------------------------------|----------------------|-------------------------------|-----------------------------|
| \$8,000,000.00               | 6/10/2022            | 1300                          | 12/31/2025                  |

| NTP Start Date: | Original Performance Days:(TIME) | Original Performance End Date: |
|-----------------|----------------------------------|--------------------------------|
| 7/1/2022        | 1279                             | 12/31/2025                     |

| Previous Change Order: | Previous Time Extensions (Days): | Previous Changes to \$ Amount: |
|------------------------|----------------------------------|--------------------------------|
| Change Order No. 1:    | 0                                | \$0.00                         |
| Change Order No. 2:    | 0                                | \$0.00                         |
| Change Order No. 3:    | 0                                | \$0.00                         |

| Current Contract Amount: | Current Performance Time (Days): | Current Performance End Date: | Current Contract End Date: |
|--------------------------|----------------------------------|-------------------------------|----------------------------|
| \$8,000,000.00           | 1279                             | 12/31/2025                    | 12/31/2025                 |

**Description of Proposed Changes:** Change Order 2 is being requested for a time and term extension for CDM Smith to complete the existing task orders. No additional fund is being requested at this time.

**Justification of Proposed Changes:** CDM Smith is currently working on several task orders that the completion time extend beyond the current contract expiration date due to the nature and complexity of the projects. This change order is being requested to allow sufficient time for CDM Smith to close out any remaining and open task orders.

| Proposed Additional Performance Days: | Proposed Cumulative Performance Days: | Proposed Performance End Date: | Proposed Contract End Date: |
|---------------------------------------|---------------------------------------|--------------------------------|-----------------------------|
| 365                                   | 1644                                  | 12/31/2026                     | 12/31/2026                  |
| Proposed Changes to Dollar Amount:    | Proposed Cumulative Contract Amount:  | Amount Spent To Date:          |                             |
| \$0.00                                | \$8,000,000.00                        | \$3,845,579.25                 |                             |

**Describe Any Risk Associated With This Change:** No known risk.

**Effect of NOT Approving This Change:** If the time extension request is not approved, CDM Smith will not be able to complete the remaining tasks in time, resulted in projects being left undone.

**Engineering Manager's Approval:**

Signature: Alia Johnson  
Print Name & Date: Signed by: Alia Johnson  
Date & Time: Oct 24, 2025 10:20:26 EDT

**Watershed Deputy Director's Approval:**

Signature: Kerry Williams  
Print Name & Date: Signed by: Kerry B Williams  
Date & Time: Oct 27, 2025 08:35:28 EDT

**Watershed Director's Approval:**

Signature: Georginna L Lockett  
Print Name & Date: Signed by: Georginna L. Lockett  
Date & Time: Oct 27, 2025 11:54:22 EDT

**Purchasing & Contracting's Approval:**

Signature: Willie Moon  
Print Name & Date: Signed by: Willie Moon  
Date & Time: Oct 29, 2025 10:17:21 EDT

**Chief Operating Officer's Approval:**

Signature: Zachary L Williams  
Print Name & Date: Signed by: Zachary L Williams  
Date & Time: Oct 30, 2025 17:06:15 EDT

Contract Name: On-Call Engineering Services

Contractor: CDM Smith  
Contract Number: 1284732



# PROPOSED CHANGE ORDER REQUEST

Department of Watershed Management

Contract Name: On-Call Engineering Services

Date: 10/22/2025

Contractor: Tetra Tech Inc

Contract Number: 1284730

Change Order Number: 2

Contract Amendment Category: ☐ Cost ☒ Schedule ☐ Scope ☐ Deliverables

| Original Contract \$ Amount: | Contract Start Date: | Original Contract Time:(TERM) | Original Contract End Date: |
|------------------------------|----------------------|-------------------------------|-----------------------------|
| \$8,000,000.00               | 7/5/2022             | 1275                          | 12/31/2025                  |

| NTP Start Date: | Original Performance Days:(TIME) | Original Performance End Date: |
|-----------------|----------------------------------|--------------------------------|
| 8/12/2022       | 1237                             | 12/31/2025                     |

| Previous Change Order:   | Previous Time Extensions (Days): | Previous Changes to \$ Amount: |                            |
|--------------------------|----------------------------------|--------------------------------|----------------------------|
| Change Order No. 1:      | 0                                | \$0.00                         |                            |
| Change Order No. 2:      | 0                                | \$0.00                         |                            |
| Change Order No. 3:      | 0                                | \$0.00                         |                            |
| Current Contract Amount: | Current Performance Time (Days): | Current Performance End Date:  | Current Contract End Date: |
| \$8,000,000.00           | 1237                             | 12/31/2025                     | 12/31/2025                 |

**Description of Proposed Changes:** Change Order 2 is being requested for a time and term extension for Tetra Tech to complete the existing task orders. No additional fund is being requested at this time.

**Justification of Proposed Changes:** Tetra Tech is currently working on several task orders that the completion time extend beyond the current contract expiration date due to the nature and complexity of the projects. This change order is being requested to allow sufficient time for Tetra Tech to close out any remaining and open task orders.

| Proposed Additional Performance Days: | Proposed Cumulative Performance Days: | Proposed Performance End Date: | Proposed Contract End Date: |
|---------------------------------------|---------------------------------------|--------------------------------|-----------------------------|
| 365                                   | 1602                                  | 12/31/2026                     | 12/31/2026                  |
| Proposed Changes to Dollar Amount:    | Proposed Cumulative Contract Amount:  |                                | Amount Spent To Date:       |
| \$0.00                                | \$8,000,000.00                        |                                | \$2,669,337.87              |

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**Describe Any Risk Associated With This Change:** No known risk.

**Effect of NOT Approving This Change:** If the time extension request is not approved, Tetra Tech will not be able to complete the remaining tasks in time, resulted in projects being left undone.

**Engineering Manager's Approval:**

Signature: *Alia Johnson*  
Print Name & Date: Signed by: Alia Johnson  
Date & Time: Oct 24, 2025 10:18:41 EDT

**Watershed Deputy Director's Approval:**

Signature: *Kerry Williams*  
Print Name & Date: Signed by: Kerry B Williams  
Date & Time: Oct 27, 2025 08:32:52 EDT

**Watershed Director's Approval:**

Signature: *Georginna L Lockett*  
Print Name & Date: Signed by: Georginna L. Lockett  
Date & Time: Oct 27, 2025 11:52:30 EDT

**Purchasing & Contracting's Approval:**

Signature: *Willie Moon*  
Print Name & Date: Signed by: Willie Moon  
Date & Time: Oct 29, 2025 10:07:55 EDT

**Chief Operating Officer's Approval:**

Signature: *Zachary L Williams*  
Print Name & Date: Signed by: Zachary L Williams  
Date & Time: Oct 30, 2025 17:05:02 EDT

Contract Name: On-Call Engineering Services

Contractor: Tetra Tech Inc

Contract Number: 1284730



# PROPOSED CHANGE ORDER REQUEST

Department of Watershed Management

Contract Name: On-Call Engineering Services

Date: 10/22/2025

Contractor: WSP USA INC.

Contract Number: 1284724

Change Order Number: 2

Contract Amendment Category: ☐ Cost ☒ Schedule ☐ Scope ☐ Deliverables

| Original Contract \$ Amount: | Contract Start Date: | Original Contract Time:(TERM) | Original Contract End Date: |
|------------------------------|----------------------|-------------------------------|-----------------------------|
| \$8,000,000.00               | 7/12/2022            | 1268                          | 12/31/2025                  |

| NTP Start Date: | Original Performance Days:(TIME) | Original Performance End Date: |
|-----------------|----------------------------------|--------------------------------|
| 8/4/2022        | 1245                             | 12/31/2025                     |

| Previous Change Order:   | Previous Time Extensions (Days): |                               | Previous Changes to \$ Amount: |  |
|--------------------------|----------------------------------|-------------------------------|--------------------------------|--|
| Change Order No. 1:      | 0                                |                               | \$0.00                         |  |
| Change Order No. 2:      | 0                                |                               | \$0.00                         |  |
| Change Order No. 3:      | 0                                |                               | \$0.00                         |  |
| Current Contract Amount: | Current Performance Time (Days): | Current Performance End Date: | Current Contract End Date:     |  |
| \$8,000,000.00           | 1245                             | 12/31/2025                    | 12/31/2025                     |  |

**Description of Proposed Changes:** Change Order 2 is being requested for a time and term extension for WSP to complete the existing task orders. No additional fund is being requested at this time.

**Justification of Proposed Changes:** WSP is currently working on several task orders that the completion time extend beyond the current contract expiration date due to the nature and complexity of the projects. This change order is being requested to allow sufficient time for WSP to close out any remaining and open task orders.

| Proposed Additional Performance Days: | Proposed Cumulative Performance Days: | Proposed Performance End Date: | Proposed Contract End Date: |
|---------------------------------------|---------------------------------------|--------------------------------|-----------------------------|
| 365                                   | 1610                                  | 12/31/2026                     | 12/31/2026                  |
| Proposed Changes to Dollar Amount:    | Proposed Cumulative Contract Amount:  |                                | Amount Spent To Date:       |
| \$0.00                                | \$8,000,000.00                        |                                | \$2,015,455.46              |

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**Describe Any Risk Associated With This Change:** No known risk.

**Effect of NOT Approving This Change:** If the time extension request is not approved, WSP will not be able to complete the remaining tasks in time, resulted in projects being left undone.

**Engineering Manager's Approval:**

Signature: Alia Johnson  
Print Name & Date: Signed by: Alia Johnson  
Date & Time: Oct 24, 2025 10:21:11 EDT

**Watershed Deputy Director's Approval:**

Signature: Kerry Williams  
Print Name & Date: Signed by: Kerry B Williams  
Date & Time: Oct 27, 2025 08:36:13 EDT

**Watershed Director's Approval:**

Signature: Georginna L Lockett  
Print Name & Date: Signed by: Georginna L. Lockett  
Date & Time: Oct 27, 2025 11:57:06 EDT

**Purchasing & Contracting's Approval:**

Signature: Willie Moon  
Print Name & Date: Signed by: Willie Moon  
Date & Time: Oct 29, 2025 10:21:34 EDT

**Chief Operating Officer's Approval:**

Signature: Zachary L Williams  
Print Name & Date: Signed by: Zachary L Williams  
Date & Time: Oct 30, 2025 17:07:05 EDT

*Contract Name:* On-Call Engineering Services

*Contractor:* WSP USA INC.

*Contract Number:* 1284724





# PROPOSED CHANGE ORDER REQUEST

Department of Watershed Management

Contract Name: On-Call Engineering Services

Date: 10/22/2025

Contractor: ARCADIS US INC

Contract Number: 1284733

Change Order Number: 3

Contract Amendment Category: ☐ Cost ☒ Schedule ☐ Scope ☐ Deliverables

| Original Contract \$ Amount: | Contract Start Date: | Original Contract Time:(TERM) | Original Contract End Date: |
|------------------------------|----------------------|-------------------------------|-----------------------------|
| \$8,000,000.00               | 5/3/2022             | 1338                          | 12/31/2025                  |

| NTP Start Date: | Original Performance Days:(TIME) | Original Performance End Date: |
|-----------------|----------------------------------|--------------------------------|
| 5/20/2022       | 1321                             | 12/31/2025                     |

| Previous Change Order: | Previous Time Extensions (Days): | Previous Changes to \$ Amount: |
|------------------------|----------------------------------|--------------------------------|
| Change Order No. 1:    | 0                                | \$200,000.00                   |
| Change Order No. 2:    | 0                                | \$0.00                         |
| Change Order No. 3:    | 0                                | \$0.00                         |

| Current Contract Amount: | Current Performance Time (Days): | Current Performance End Date: | Current Contract End Date: |
|--------------------------|----------------------------------|-------------------------------|----------------------------|
| \$8,200,000.00           | 1321                             | 12/31/2025                    | 12/31/2025                 |

**Description of Proposed Changes:** Change Order 3 is being requested for a time and term extension for Arcadis to complete the existing task orders. No additional fund is being requested at this time.

**Justification of Proposed Changes:** Arcadis is currently working on several task orders that the completion time extend beyond the current contract expiration date due to the nature and complexity of the projects. This change order is being requested to allow sufficient time for Arcadis to close out any remaining and open task orders.

| Proposed Additional Performance Days: | Proposed Cumulative Performance Days: | Proposed Performance End Date: | Proposed Contract End Date: |
|---------------------------------------|---------------------------------------|--------------------------------|-----------------------------|
| 365                                   | 1686                                  | 12/31/2026                     | 12/31/2026                  |
| Proposed Changes to Dollar Amount:    | Proposed Cumulative Contract Amount:  | Amount Spent To Date:          |                             |
| \$0.00                                | \$8,200,000.00                        | \$4,103,545.79                 |                             |

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**Describe Any Risk Associated With This Change:** No known risk.

**Effect of NOT Approving This Change:** If the time extension request is not approved, Arcadis will not be able to complete the remaining tasks in time, resulted in projects being left undone.

**Engineering Manager's Approval:**

Signature: Alia Johnson  
Print Name & Date: Signed by: Alia Johnson  
Date & Time: Oct 24, 2025 10:20:48 EDT

**Watershed Deputy Director's Approval:**

Signature: Kerry Williams  
Print Name & Date: Signed by: Kerry B Williams  
Date & Time: Oct 27, 2025 08:35:51 EDT

**Watershed Director's Approval:**

Signature: Georginna L Lockett  
Print Name & Date: Signed by: Georginna L. Lockett  
Date & Time: Oct 27, 2025 11:55:10 EDT

**Purchasing & Contracting's Approval:**

Signature: Willie Moon  
Print Name & Date: Signed by: Willie Moon  
Date & Time: Oct 29, 2025 10:18:11 EDT

**Chief Operating Officer's Approval:**

Signature: Zachary L Williams  
Print Name & Date: Signed by: Zachary L Williams  
Date & Time: Oct 30, 2025 17:06:40 EDT

*Contract Name:* On-Call Engineering Services

*Contractor:* ARCADIS US INC

*Contract Number:* 1284733



# PROPOSED CHANGE ORDER REQUEST

Department of Watershed Management

Contract Name: On-Call Engineering Services Date: 10/22/2025

Contractor: FREESE AND NICHOLS - GRAHAM JOINT VENTURE

Contract Number: 1296598 Change Order Number: 3

Contract Amendment Category: ☒ Cost ☒ Schedule ☐ Scope ☐ Deliverables

| Original Contract \$ Amount: | Contract Start Date: | Original Contract Time:(TERM) | Original Contract End Date: |
|------------------------------|----------------------|-------------------------------|-----------------------------|
| \$8,000,000.00               | 6/10/2022            | 1300                          | 12/31/2025                  |

| NTP Start Date: | Original Performance Days:(TIME) | Original Performance End Date: |
|-----------------|----------------------------------|--------------------------------|
| 6/30/2022       | 1280                             | 12/31/2025                     |

| Previous Change Order:   | Previous Time Extensions (Days): |                               | Previous Changes to \$ Amount: |  |
|--------------------------|----------------------------------|-------------------------------|--------------------------------|--|
| Change Order No. 1:      | 0                                |                               | \$350,000.00                   |  |
| Change Order No. 2:      | 0                                |                               | \$0.00                         |  |
| Change Order No. 3:      | 0                                |                               | \$0.00                         |  |
| Current Contract Amount: | Current Performance Time (Days): | Current Performance End Date: | Current Contract End Date:     |  |
| \$8,350,000.00           | 1280                             | 12/31/2025                    | 12/31/2025                     |  |

**Description of Proposed Changes:** Change Order 3 is to request the time and term extension for Freese and Nichols to complete the existing task orders. DWM is not requesting additional funds however Roads & Drainage is requesting additional funds for flood mitigation study.

**Justification of Proposed Changes:** Freese and Nichols is currently working on several task orders that the completion time extend beyond the current contract expiration date due to the nature and complexity of the projects. This change order is being requested to allow sufficient time for Freese and Nichols to close out any remaining and open task orders. As well as funds for R&D to complete the existing task.

| Proposed Additional Performance Days: | Proposed Cumulative Performance Days: | Proposed Performance End Date:       | Proposed Contract End Date: |
|---------------------------------------|---------------------------------------|--------------------------------------|-----------------------------|
| 365                                   | 1645                                  | 12/31/2026                           | 12/31/2026                  |
| Proposed Changes to Dollar Amount:    |                                       | Proposed Cumulative Contract Amount: | Amount Spent To Date:       |
| \$100,000.00                          |                                       | \$8,450,000.00                       | \$2,674,074.78              |

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**Describe Any Risk Associated With This Change:** No known risk.

**Effect of NOT Approving This Change:** If the time extension request is not approved, Freese and Nichols will not be able to complete the remaining tasks in time, resulted in projects being left undone.

**Engineering Manager's Approval:**

Signature: Alia Johnson  
Print Name & Date: Signed by: Alia Johnson  
Date & Time: Oct 24, 2025 10:20:00 EDT

**Watershed Deputy Director's Approval:**

Signature: Kerry Williams  
Print Name & Date: Signed by: Kerry B Williams  
Date & Time: Oct 27, 2025 08:33:42 EDT

**Watershed Director's Approval:**

Signature: Georginna L Lockett  
Print Name & Date: Signed by: Georginna L. Lockett  
Date & Time: Oct 27, 2025 11:53:46 EDT

**Purchasing & Contracting's Approval:**

Signature: Willie Moon  
Print Name & Date: Signed by: Willie Moon  
Date & Time: Oct 29, 2025 10:16:41 EDT

**Chief Operating Officer's Approval:**

Signature: Zachary L Williams  
Print Name & Date: Signed by: Zachary L Williams  
Date & Time: Oct 30, 2025 17:05:52 EDT

Contract Name: On-Call Engineering Services

Contractor: FREESE AND NICHOLS - GRAHAM JOINT VENTURE

Contract Number: 1296598



**DeKalb County**  
**Roads and Drainage Division**  
**Public Works Department**  
Peggy V. Allen, Deputy Director, PW



**Chief Executive Officer**  
Lorraine Cochran-Johnson

**Board of Commissioners**

District 1  
Robert Patrick

District 2  
Michelle Long Spears

District 3  
Nichole Messiah

District 4  
Chakira Johnson

District 5  
Mereda Davis Johnson

District 6  
Edward "Ted" Terry

District 7  
Dr. LaDena Bolton

## MEMORANDUM

October 7, 2025

**TO:** Michelle Butler, Chief Procurement Officer | Purchasing & Contracting

**THROUGH:** Zachary L. Williams, COO  
Richard W. Lemke, Public Works Director

**FROM:** Peggy V. Allen, DDPW, Roads and Drainage

**SUBJECT:** Proposed Amendment/Change Order No. 2 for DeKalb  
CPA 1296598 -Freese and Nichols - Graham Joint Venture  
(RFP No. 20-500544, On-Call Engineering Services (Multiyear Contract))  
- (DWM-Lead)

**Detailed Description of Requested Changes:**

PW-R&D requests CO #2 for continued participation in CPA 1296598-Freese and Nichols - Graham Joint Venture to extend to December 31, 2026 and add an additional \$100,000 Cap funds for on-call professional engineering services inclusive of flood mitigation studies services for the R&D Riverwood Drive Flood Mitigation Study.

**Justification for the Proposed Changes and an Explanation of why the County should not consider a Competitive Bid:**

This change order request will allow additional time for the vendor to shore up completion of the final phase of the R&D Riverwood Drive Flood Mitigation Study to develop detailed hydrologic and hydraulic models of the existing conditions in the project area. The information yielded in this study phase will aid in the development of alternatives for strategy to reduce area flooding.

Subsequently, the study will assist the county in selecting an approach for the flood mitigation construction phase which is independent of the study phase.

cc: Reginald D. Wells, Director - DWM  
Crystal Manson  
Desmore Joseph  
Michele Smith