



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

<b>User Department:</b> Recreation, Parks and Cultural Affairs	<b>From:</b> Purchasing & Contracting
<b>RFP No.:</b> 19-500516	<b>Title:</b> Architectural & Engineering Services for Recreation, Parks and Cultural Affairs (Annual with 2 Options to Renew)
<b>Effective Date:</b> August 27, 2019	<b>Expiration Date:</b> August 31, 2022
<b>Contract APPROVED Amount:</b> \$4,610,000.00	<b>Number of Renewals to Date:</b> 2

<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
<b>Pond &amp; Company, Inc.</b>	<b>1174317</b>	<b>Yes</b>
<b>Lose &amp; Associates, Inc. dba Lose Design</b>	<b>1174324</b>	<b>Yes</b>
<b>Foresite Group, Inc.</b>	<b>1174318</b>	<b>Yes</b>
<b>Wood Environment &amp; Infrastructure Solutions, Inc.</b>	<b>1174320</b>	<b>Yes</b>

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

Funding for Renewal Term: \$ 1,850,000  
 (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 \_\_\_\_\_  
 CIP Line Item No. (if applicable): \_\_\_\_\_  SPLOST: \_\_\_\_\_  Other: ARP/\$850,0

**Justification:**  
 RPCA recommends to extend and increase Contracts 1174317, 1174324, 1174318 and 1174320 for A/E services through June 30th, 2023.

**Firm 1: Pond & Company, Inc.** Amount: \$ 250,000/212,50  
**Firm 2: Lose & Associates, Inc. dba Lose Design** Amount: \$ 250,000/212,50  
**Firm 3: Foresite Group** Amount: \$ 250,000/212,50  
**Firm 4: Wood Environment & Infrastructure Solutions** Amount: \$ 250,000/212,50

SPLOST Program Management Coordinator: \_\_\_\_\_  
 SPLOST Approved Funding Amount: \$ \_\_\_\_\_  
 SPLOST Funding Line Item: \_\_\_\_\_  
 SPLOST Allocation Agenda Item/Date: \_\_\_\_\_

*Clara O. Ellis* 6/24/2022  
 Department Director Signature Date

**For Use by Purchasing and Contracting:** Approve  Deny

**Additional Comments:**  
Delois Robinson 7/12/22  
Digitally signed by Delois Robinson Date: 2022.07.12 11:55:06 -04'00' Date  
 Purchasing and Contracting Signature