



# DeKalb SPLOST Change Order Request Administrative Authorization

ITB No. RFP 15-500337 Contract No. 1023197  
 Request Date 9/30/2021 Project Type Design Services / design modifications  
 Project Description Time extension to 5/1/2023 and associated costs for design modification

Contractor Brown Design Group Purchase Order Authorized Amount \$85,000.00  
 Change Order Amount \$4,070.00 Change to Purchase Order 1199348  
 Requester Name Nick Jovene  
 Requester Title / Department SPLOST PM

**Items for Proposed Change or Addition**

Item	Unit of Measure	Quantity	Unit Cost	Total Cost
Architectural Design Modifications	1	LS	\$4070.00	\$4070.00

Explanation of Necessity for Change or Addition Time extension of contract to 5/1/2023 and cost increase associated with design modifications.

\_\_\_\_\_  
 Division Manager Date  
*Charles D. Howell* Sept 30, 2021  
 Director Date  
*[Signature]* 9/30/21  
 SPLOST PM Construction Manager Date  
 \_\_\_\_\_  
 SPLOST PM Coordinator Date

Coy L. Cooper, Jr. 10/06/21  
 Contractor Name Print Date  
*[Signature]*  
 Contractor Sign  
 Architect  
 Contractor Title

\_\_\_\_\_  
 Zachary L. Williams/COO/Executive Assistant Date  
 or Delores Crowell/Director – Intergovernmental Affairs

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.



# BROWN DESIGN GROUP

3099 Washington Road

Atlanta, GA 30344

(O) (404) 559-1805

(F) (404) 761-0020

September 27, 2021

Mr. Clyde Stovall, Director  
Architectural & Engineering Services  
Facilities Management  
1300 Commerce Drive, 3<sup>rd</sup> Floor  
Decatur, GA 30030

**RE: Professional A-E Services – Additional Service Authorization No.1 (ASA 1) for Fire Station #7  
PWA21-10765**

Dear Mr. Stovall:

Below is a breakdown of fees submitted for Additional Services upon request by Chief Jason Smith for the above-named project.

**Project Scope of Work Summary:**

Fire Rescue Services would like to relocate four (4) exterior doors, add card readers at nine (9) doors, add seven (7) fire phones and one (1) 911 emergency phone. Each card reader will require power. Additionally provide four (4) spigots in apparatus bay. This will require a redesign of main distribution lines of potable water system. This will require modifications to the MEP and Architectural drawings.

**COST PROPOSAL**

Task #	Description	Fee Basis	Cost
1.0	Architectural and MEP Design Modifications (Not to Exceed Design Cost)	Lump Sum	\$4,070.00
	Reimbursed Expenses – Printing, Plotting, Deliveries & Transportation	Included	.00
<b>Total</b>	<b>A/E Design Services</b>		<b>\$4,070.00</b>

**Client to Provide:**

N/A

**Exclusions:**

The following items are excluded from the scope of services of this contract unless specifically defined in the Scope of Services section of this agreement:

Revisions and Additions beyond scope of work above.

Please call me with any questions. Thank you!

**BROWN DESIGN GROUP, INC.**  
Robert C. Rougely, III