



# DeKalb County School District

DESIGN & CONSTRUCTION  
1780 Montreal Road  
Tucker, GA 30084-6705  
(678) 676-1345

Dr. Devon Q. Horton  
SUPERINTENDENT

## Routing/Transmittal Form

Project: International Student Center HVAC Replace and Rep Project No: 507-36  
 Contractor: Winter Construction Architect: MSSA-PBK  
 Originator: Brian Albanese Date: 2/7/25

### DOCUMENT ATTACHED

#### Design/Construction Phase

- Contract Award Package: *(Reason Below)*
  - Notice of Award
  - Notice to Proceed
  - Original Contract
- Mandatory Addendum to Owner Architect Agreement - State Capital Outlay
- Work Authorization
- Request for Proposal/Invitation to Bid Package
  - Review
  - Signature
- Design Contract Additional Services Request
- Change Order
- Change Order Request: *(Reason Below)* COR Amount \_\_\_\_\_
- Amendment Amendment Amount \$640,622.52
  - Owner Request
  - Errors/Omissions
  - Unforeseen Conditions
  - Regulatory Change
  - Other (Specify): \_\_\_\_\_
- Review of Drawings or Specifications
- Finish Board/Color Boards
- Plaque Dedication Authorization
- Project Close-Out: *(Reason Below)*
  - Release of Retainage
  - Recommendation of Acceptance
  - Report of Substantial Completion
  - Certificate of Substantial Completion

Other: \_\_\_\_\_

Attached is Amendment #2: Added Service request for increased fee based on current GMP proposal and added design scope.

Notes: \_\_\_\_\_

### REVIEWERS & APPROVALS

Please Fill In Appropriately and Forward to the Next Approver

Review	Approve		
<input type="radio"/>	<input checked="" type="radio"/>	Project Manager	<u>[Signature] 2/7/25</u>
<input type="radio"/>	<input type="radio"/>	Deputy Program Director	<u>[Signature] 2/7/25</u>
<input type="radio"/>	<input type="radio"/>	Program Director	_____
<input type="radio"/>	<input type="radio"/>	District Architect	_____
<input type="radio"/>	<input type="radio"/>	Executive Director, Capital Improvement and Fa	_____
<input type="radio"/>	<input type="radio"/>	Chief Operating Officer	_____
<input type="radio"/>	<input type="radio"/>	Accounting Department	_____

**The DeKalb County Board of Education**  
**INTERNATIONAL STUDENT CENTER**  
**Amendment to Contract for Architectural Services**

**Project Name: E-SPLOST VI CAPITAL IMPROVEMENT PROJECT FOR International Student Center**  
**Project :507-36**  
**Amendment #: 002**  
**Date:02/03/2025**

**Architect: Corgan Associates**  
**Address: 1201 Peachtree Street, NE Suite 1740, Atlanta, GA 30361**  
**Phone:470-552-1011**

(hereinafter, "the Architect")

**Project Description: HVAC upgrades and renovations for International Student Center**

**Reason for Amendment:**

**During the assessment of the project, additional design scope was required. In turn, the GMP increased significantly higher than the original amount of the SCL. Design and related services are based on 6% of the GMP.**

**The Contract for the above-referenced Project is hereby amended to provide for the following described change(s) upon the terms set forth below:**

**Scope of Work (for this change):**

- All new interior finishes throughout the school
- New room signage throughout the school and large graphic signage
- New exterior canopies
- New mechanical room, including moving the chiller, boiler, pumps, and other large equipment
- Kitchen redesign, including all new equipment
- Millwork demolition and replacement throughout the school
- Structural settlement repair in two classrooms
- Admin area reconfiguration
- Design selections for new and replacement furniture throughout the building

**1. Description of change with amounts: See attachment - \$640,622.52**

**Required Submissions / Deliverables: Design Documents**

**Date: TBD**

**Owner Selections**

**And Approvals Required: NA**

**Cost Breakdown (for this Amendment):            See above scope**

<b>Contract Amount:</b>	Original Contract Amount:	\$ 900,000.00
	Previous Amendments	\$ 375.00
	Current Contract Amount (with Amendment(s)):	\$ 900,375.00
	Amount of this Amendment:	<u>\$ 640,622.52</u>
	Revised Contract Amount:	\$ 1,540,997.52

**Attachments (Incorporated by Reference): See Attachment**

All terms and conditions of the Standard Form of Contract for Architectural Services between the Architect and the DeKalb County Board of Education for the 364-35 Project remain in full force and effect as amended hereby.

Agreed to by the Architect:



\_\_\_\_\_  
Carissa Oyedele  
Senior Project Manager – Vice President

\_\_\_\_\_  
January 5, 2025  
Date

Recommended for Acceptance by Program Manger & Owner:

\_\_\_\_\_  
Mel Butler  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard Boyd  
Design Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keith Ball  
Executive Director of Capital Improvements

\_\_\_\_\_  
Date

\_\_\_\_\_  
Erick Hofstetter  
Chief Operating Officer

\_\_\_\_\_  
Date

Approved by The DeKalb County Board of Education:

\_\_\_\_\_  
Dr. Devon Q. Horton  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deirdre Pierce  
Board Chair

\_\_\_\_\_  
Date

<b>Board of Education Approval: (Required Over \$100,000)</b>	<b>Date: N/A</b>	<b>Item No.: N/A</b>
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2 February 2025

Brian Albanese, Senior Project Manager, CERM  
Kendra Cowan, Project Manager, CERM  
DeKalb County School District  
678-676-1359

Re: Proposal for additional design services fees at International Student Center

To Mr. Albanese and Ms. Cowan:

Thank you for the opportunity to continue providing design services for International Student Center. The project scope expanded over the course of the design process. In turn, the awarded contractor's (Winter Construction) GMP is higher than the original SCL. This letter is being written to request additional design fees for the addition design scope provided.

## 1.0 PROJECT SCOPE

**1.1 Project Scope.** The project scope has expanded from our original contract to include:

- All new interior finishes throughout the school
- New room signage throughout the school and large graphic signage
- New exterior canopies
- New mechanical room, including moving the chiller, boiler, pumps, and other large equipment
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- Admin area reconfiguration
- Design selections for new and replacement furniture throughout the building

**1.2 Schedule.** The schedule has remained unchanged from the original contract schedule.

## 2.0 ADDITIONAL DESIGN FEES

### 2.1 Professional Service Fee Increase

Our design and construction administration services are a fixed fee based on a percentage of construction cost.

Per the Guaranteed Maximum Price (GMP) dated January 27, 2025 is \$25,677,042.

**TOTAL ADDITIONAL ADJUSTED DESIGN FEE REQUESTED (6%) = \$640,622**

Harper Bateman: RA015056

Jason Hanna: RA015069

Ross Payton: RA014027

Dawn Chisholm Meinhardt: RA015787

Steve Hulsey: RA015388

Scott Ruch: RA013096

Dan Drennan: RA015267

John Murphy: RA010872

Gopi Swaminathan: RA015043

Bob Emery: RA015053

Carissa Oyedele: RA016807

Sangeetha Karthik: RA017155

## 2.2 Reimbursables

Reimbursable Expenses are in addition to design services noted above for printing, shipping, mileage. There are no additional reimbursable expenses anticipated for this effort.

## 3.0 CONTRACT TERMS AND ACCEPTANCE

**3.1 Contract Terms and Conditions:** The Terms and Conditions are per the original contract.

**3.2 Acceptance:** Upon acceptance of this proposal, Client and Corgan agree to execute a Purchase Order based on the existing Master Services Agreement between Client and Corgan. The following conditions will apply if we receive a notice to proceed prior to final contract execution.

- Our Agreement will be fully executed within 45 calendar days of this e-mail.
- You will accept invoices for our work when billed on our regular billing cycle prior to execution of Our Agreement, and you agree to pay those invoices within 45 days of receipt.
- We reserve the right to stop work and withhold any deliverables if Our Agreement is not executed within 60 days of this email or an invoice is not paid within 45 days of the invoice date.

Thank you again for the opportunity to continue providing architectural and engineering design services. Please let us know if you have any questions and we look forward to the start of construction shortly.

Sincerely,



Carissa Oyedele, AIA, Vice President, Corgan

Accepted:

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Date

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\_\_\_\_\_  
Date

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Board Chair

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