



DeKalb County School District

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

Dr. Devon Q. Horton

Routing/Transmittal Form

Project: Chapel Hill MS Roof and HVAC Replacement
Contractor: FH Paschen
Originator: Donta' Collins

Project No: **F300CIP.01030.ARCHITECT.0193**
Architect: Raymond Engineering
Date: 03/03/2025

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** \$282,753.85
 - 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:

Project design fee was based on 5% of the SCL. The initial contract (\$72,246.15) was based on the incorrect cost of \$1.4M, the actual budget for construction is \$7.1M which would result in a 5% design fee equivalent to \$355,000.00
Proposal for Amendment #1, \$282,753.85

Notes:

REVIEWERS & APPROVALS

Please Fill In Appropriately and Forward to the Next Approver

Review	Approve		
<input type="radio"/>	<input checked="" type="radio"/>	<u>Regional Project Manager</u>	<u>Donta' Collins</u> APPROVED By e20173248 at 10:41 am, Mar 05, 2025 <i>DH Collins 3/3/25</i>
<input type="radio"/>	<input checked="" type="radio"/>	<u>Senior Project Manager</u>	<u>Chante Lemon</u>
<input type="radio"/>	<input checked="" type="radio"/>	<u>Director - Capital Improvement & Facilities</u>	<u>Keith Ball</u>
<input type="radio"/>	<input checked="" type="radio"/>	<u>Chief Operating Officer</u>	<u>Erick Hofstetter</u>
<input type="radio"/>	<input type="radio"/>	_____	_____
<input type="radio"/>	<input type="radio"/>	_____	_____
<input type="radio"/>	<input type="radio"/>	_____	_____

The DeKalb County Board of Education

Amendment to Contract for Architectural Services

Project Name: Chapel Hill MS Roof, HVAC, and Controls Replacement
Project #: 01030
Amendment #: 001
Date: 03/03/2025

Architect: **Raymond Engineering**
1035 Green Street SE, Suite A Phone: (770) 483-9592
Conyers, GA 30012 Fax: (770) 483-8082
(hereinafter, "the Architect")

Project Description: Roof, HVAC, and Controls Replacement

Reason for Amendment: Amendment to the contract for Architectural Services based on the construction cost.

Scope of Work: (for this Amendment)

Project design fee was based on 5% of the SCL. The initial contract (\$72,246.15) was based on the incorrect cost of \$1.4M, the actual budget for construction is \$7.1M which would result in a 5% design fee equivalent to \$355,000.00.

Total requested amendment amount: \$282,753.85

Required Submissions / Deliverables: N/A
Date:

**Owner Selections
And Approvals Required:** N/A

Cost Breakdown (for this Amendment): Total amount is \$282,753.85

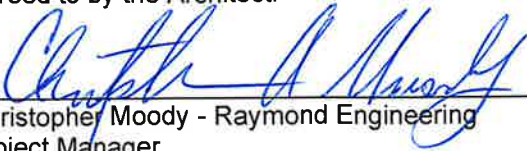
Contract Amount:	Original Contract Amount:	\$ 72,246.15
	Previous Amendments (1, 2 & 3):	\$ 0
	Current Contract Amount (with Amendment(s)):	\$ 72,246.15
	Amount of this Amendment:	<u>\$ 282,753.85</u>
	Revised Contract Amount:	\$ 355,000.00

Attachments (Incorporated by Reference): Raymond Engineering request letter

Signatures are included on the following page.

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 01030 Project remain in full force and effect as amended hereby.

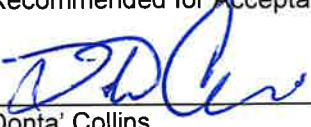
Agreed to by the Architect:



Christopher Moody - Raymond Engineering
Project Manager

3-4-2025
Date

Recommended for Acceptance by Program Director:



Donta Collins
Project Manager

3/5/25
Date

Keith Ball
Director of Capital Improvements & Facilities

Date

Erick Hofstetter
Chief Operating Officer

Date

Approved by The DeKalb County Board of Education:

Dr. Devon Q. Horton
Superintendent

Date

Mrs. Deirdre P. Pierce
Board Chair

Date

Board of Education Approval:	Date:	Item No.:
(Required Over \$100,000)		

AIA[®] Document G701[®] – 2017

Change Order

PROJECT: *(Name and address)*
1305.001 Chapel Hill MS
Chapel Hill MS

CONTRACT INFORMATION:
Contract For: Design and CA Services
Date: 9/15/2022

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: 7/25/2023

OWNER: *(Name and address)*
DeKalb County School District
1701 Mountain Industrial Blvd. Stone
Mountain, GA 30083

ARCHITECT: *(Name and address)*
Raymond Engineering-Georgia Inc
1035 Green Street SE, Suite A, Conyers,
GA 30012

CONTRACTOR: *(Name and address)*
N/A

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

See Attached 6011 Form.

The original Contract Sum was	\$ 72,246.15
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 72,246.15
The Contract Sum will be increased by this Change Order in the amount of	\$ 282,753.85
The new Contract Sum including this Change Order will be	\$ 355,000.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be July 31, 2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Raymond Engineering-Georgia, Inc.
ARCHITECT *(Firm name)*

N/A
CONTRACTOR *(Firm name)*

DeKalb County School District
OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

Christopher Moody, Project Manager
PRINTED NAME AND TITLE

N/A
PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

7/25/2023
DATE

DATE

DATE

REQUEST FOR ADDITIONAL PROJECT DOLLARS (6011)
ONLY ONE REQUEST PER 6011

NAME OF SCHOOL/FACILITY: Chapel Hill MS

PROJECT NAME: Roof, HVAC, and Controls Replacement

ARCHITECT FIRM NAME: Raymond Engineering-Georgia, Inc

ARCHITECT CONTRACT #: RFQu No. 21-752-033; and Purchase Order #23003084

CONTRACTOR NAME: _____

CONTRACT #: _____

CONTRACTOR CHANGE #: _____

PROJECT# (6-10 DIGIT): RFP No. 22-752-024

DESCRIPTION OF CHANGE IN WORK THAT REQUIRES ADDITIONAL PROJECT DOLLARS
 (ATTACH CONTRACTOR'S PROPOSAL, ITEMIZED ESTIMATE AND OTHER SUPPORTING
 Project design fee is based on 5% of Construction Value. The initial contract (\$72,246.15) was based on the incorrect cost of \$1.4M, the actual budget for construction is \$7.1M which would result in a 5% design fee equivalent to \$355,000.00

REASON FOR CHANGE IN WORK:
Correction of Administrative Error.

Final Fee % Fixed at Award	5%	A/E %	Design %	CA %
Unforeseen	\$0.00	\$0.00	\$0.00	\$0.00
Owner Request	\$7,100,000.00	\$355,000.00	\$230,750.00	\$124,250.00
Error or Omission	\$0.00	\$0.00		\$0.00
Credit or Deduct	\$ 7,100,000.00			

Construction Manager: _____ **Date:** _____

	Date	Approve	Reject
Director:			
Director of Accountability:			
Executive Director SPLOST:			

April 27, 2022

Donta' Collins
 Regional Project Manager
 DeKalb County School District
 Operations - Design & Construction Dept.
 1780 Montreal Road
 Tucker, GA 30084
 678.676.1466 (o) | 404.840.4818 (c) | 678.676.1350 (f)
 donta'_collins@dekalbschoolsga.org

Reference: [Proposal for Roof Replacement & HVAC Upgrade Design, CA Raymond Proposal CONP2022.036.02](#)

Dear Mr. Collins:

Raymond Engineering-Georgia, Inc. (herein referred to as Raymond) is pleased to submit our Proposal to provide roof consulting services at the above referenced facility. This Proposal will outline our understanding of the project from the information provided by your office, the proposed scope of services and estimated cost.

It is our understanding that Dekalb County School District (DCSD) is interested in retaining Raymond to prepare 3 separate bidding packages for the partial roof replacement and selective HVAC upgrades at the below facilities. For the purpose of this proposal, we assume each bid package will include 5 schools. It is our understanding that DCSD would like Raymond to provide design documents consistent with a 2-ply Mod Bit roofing system for all low slope roof areas. We also understand that all project work including installation must be completed by September 2024, so we will design using materials that can be procured within the necessary timeframe.

DCSD School Name	SQ FT	Roof Replacement	HVAC Upgrade
Avondale ES	27,994	Y	N
Columbia ES	46,082	Y	Y
Columbia MS	63,722	Y	N
Coralwood Education Center	25,244	Y	N
DESA at Avondale MS	61,200	Y	N
Druid Hills MS	98,217	Y	Y
Freedom MS	63,071	Y	N
Chapel Hill MS	15,414	Y	Y
International Student Center	30,028	Y	N
Lithonia MS	67,773	Y	N
Mary McLeod Bethune MS	63,071	Y	N
Redan ES	17,777	Y	N
Redan MS	63,071	Y	N
Sam Moss Center	80,014	Y	N
Stephenson MS	115,616	Y	Y
TOTAL	838,294		

SCOPE OF SERVICES

Raymond proposes to provide the following services pertaining to the above referenced project:

SCHEMATIC DESIGN PHASE

1. We shall hold a conference call kick-off meeting to determine the scope of work with your office and facility personnel. For the purpose of this proposal, we have assumed there will be three (3) such meetings.
2. We shall perform field work required to assist us in the development of the bid documents for applicable roofing and mechanical scope. This work may include roof cores/probes as required to confirm existing roofing components. Selected base ply samples shall be retained for asbestos analysis by Owner's asbestos consultant. Our personnel shall make and repair roof openings/flashings as required. Upon completion of the field work, we shall prepare a Recommendation Letter outlining potential roofing systems.
3. We shall hold a meeting to finalize the new roofing system and HVAC upgrades based on recommendations from our office. For the purpose of this proposal, we have assumed there will be three (3) such meetings.

DESIGN DEVELOPMENT PHASE

1. After acceptance of the schematic design scope of work, we shall develop an outline specification along with preliminary plans, elevations, and details associated with the work.
2. We shall also submit product data from material manufacturers that are representative of the salient characteristics important to the building envelope modification or associated HVAC upgrades.
3. We shall submit our outline specification and drawings to your department for review and comment. Upon receipt of your comments, we shall meet with your office and the user facility to discuss the technical scope of work and to define the logistics of the roof replacement and HVAC upgrade project, such as contractor entry, material/equipment staging, working hours, etc.
4. An estimate of cost of the work will be assembled and submitted for review and approval by the Owner.

CONSTRUCTION DOCUMENTS PHASE

1. Upon approval of the preliminary design, we shall prepare construction documents for the roof replacement design and applicable HVAC installation at the facility. We shall use the standard CSI specification format. Necessary roof plans and associated detail drawings shall also be prepared by our staff. Raymond will integrate any General Conditions, and Supplementary Conditions required by Dekalb County School District.

2. Prior to bidding, we shall submit our specification and drawings to your office and/or the Owner for review and comment. Upon receipt of any comments, we shall revise the bid documents, as required, and issue a final set for bidding.

BIDDING AND NEGOTIATION

1. Once the plans and specification have been finalized, we shall assist Dekalb County School District in generating the AIA contract documents and assist in the bidding of the project. We have assumed that we shall prepare the Invitation to Bid document on behalf of your office. This invitation will then be issued to your office's preferred bidders. We are able to provide recommendations for additional bidders if requested.
2. We shall attend a pre-bid conference at the site to review the project requirements with prospective bidders and prepare any addenda. We shall also prepare meeting minutes for distribution to all appropriate parties.
3. We shall review the submitted bids and contractors' qualifications and provide feedback to your office to assist in the award of the project.

CONSTRUCTION ADMINISTRATION

1. After the Contract has been signed by the successful bidder and Owner, we shall review the contractor's roofing and HVAC submittals and provide written responses to the documents. We shall also provide a review of any additional documents not submitted and/or where the contractor did not provide sufficient information as part of the initial review.
2. We shall attend a pre-work conference at the site with the roofing contractor and HVAC Contractor, Owner's representatives, and other invited parties to review the project requirements, ground level operations, security, badging, hours of operations, safety, protection of interior operations, schedule, and any other issues that may impact the re-roofing of these buildings. Meeting minutes shall be prepared by our personnel and distributed to all attendees.
3. During the construction phase, our staff shall perform weekly site meetings to review the progress of the work, to observe the work that has been performed by the roofing contractor and HVAC contractor since the last meeting and discuss schedules and issues that are affecting the performance and/or quality of the work.
4. We shall review submittals, to include applications for payment, requests for substitution/modifications, requests for change orders, and other construction-related documents.
5. When the contractor has notified us that the project is substantially complete, we shall perform a punch list inspection and identify any deficiencies for correction. For this proposal, we have assumed that we will make two visits to the site to perform these inspections.
6. Once all punch list items have been resolved, we shall collect all closeout documents from the contractor and forward to your office for its file and future reference.

ASSUMPTIONS

For the purposes of this proposal, we have assumed:

1. Dekalb County School District shall provide Raymond Engineering with available existing drawings of the facility for review and use during the design portion of this project. Such drawings will only be used for the sole purpose of this project and any hard copies will be returned at the project conclusion.
2. Our proposal does not include a structural evaluation of the roof deck or roof framing from a dead and/or live loading standpoint. Our proposal does not include a structural evaluation of roof diaphragm resisting wind loads (refer IEBC section 706.3.2). Should it be determined that a structural evaluation of the roof deck or roof framing be performed for load capacity and/or if any structural elements are severely damaged due to water infiltration, we request that we be allowed to provide an additional proposal to evaluate the affected structural component(s).
3. Our proposal does not include investigation and structural attachment design of existing HVAC curb(s) to existing structure. Should it be determined by owner that a structural evaluation of the attachment of HVAC curbs to structure is required, we request that we be allowed to provide an additional proposal for this service.

EXCLUSIONS

Structural investigations and analysis, Life Safety analysis, and Architectural Interior Design is not included in this proposal.

COMPENSATION

We shall perform our services in accordance with the following fee schedule:

CONP2022.036 DCSD Roof Replacement

DCSD School Name	DCSD Project Budget	DCSD SF Estimates	Cost/SF	Construction ROM Estimate	Contingency	Roof Design Fee
Avondale ES	\$ 1,574,672	27,994.00	46	\$ 1,275,484	\$ 220,454	\$ 78,734
Columbia ES	\$ 4,320,201	46,082.00	76	\$ 3,499,363	\$ 604,828	\$ 216,010
Columbia MS	\$ 3,584,372	63,722.00	46	\$ 2,903,341	\$ 501,812	\$ 179,219
Coralwood Education Center	\$ 1,136,000	25,244.00	36	\$ 920,160	\$ 159,040	\$ 56,800
DESA at Avondale MS	\$ 3,442,538	61,200.00	46	\$ 2,788,456	\$ 481,955	\$ 172,127
Druid Hills MS	\$ 9,207,894	98,217.00	76	\$ 7,458,394	\$ 1,289,105	\$ 460,395
Freedom MS	\$ 3,547,786	63,071.00	46	\$ 2,873,707	\$ 496,690	\$ 177,389
Chapel Hill MS	\$ 1,445,064	15,414.00	76	\$ 1,170,502	\$ 202,309	\$ 72,253
International Student Center	\$ 1,689,116	30,028.00	46	\$ 1,368,184	\$ 236,476	\$ 84,456
Lithonia MS	\$ 3,812,248	67,773.00	46	\$ 3,087,921	\$ 533,715	\$ 190,612
Mary McLeod Bethune MS	\$ 3,547,786	63,071.00	46	\$ 2,873,707	\$ 496,690	\$ 177,389
Redan ES	\$ 1,000,000	17,777.00	46	\$ 810,000	\$ 140,000	\$ 50,000
Redan MS	\$ 3,547,786	63,071.00	46	\$ 2,873,707	\$ 496,690	\$ 177,389
Sam Moss Center	\$ 4,500,826	80,014.00	46	\$ 3,645,669	\$ 630,116	\$ 225,041
Stephenson MS	\$ 10,839,006	115,616.00	76	\$ 8,779,595	\$ 1,517,461	\$ 541,950
TOTALS	\$ 57,195,295	838,294.00		\$ 46,328,189	\$ 8,007,341	\$ 2,859,765
SUMMARY						
OVERALL BUDGET	\$ 57,195,295					
DESIGN BUDGET	\$ 2,859,765	5.0%				
CONSTRUCTION COST ROM	\$ 46,328,189	81%				
CONTINGENCY RESERVE	\$ 8,007,341	14%				

Total Roof and HVAC Design and Construction Administration Fee: \$2,859,765.00

Construction Period Quality Assurance Observation can be provided at an additional cost.

SCHEDULE

We shall perform our services in accordance with the following example schedule:

Deliverable	Bid Package 1	Bid Package 2	Bid Package 3
NTP	5/1/2022	5/1/2022	5/1/2022
Schematic Design	7/1/2022	8/1/2022	9/1/2022
Design Development	8/15/2022	9/15/2022	10/15/2022
Construction Documents	9/30/2022	10/30/2022	11/30/2022
Bids Due	11/4/2022	12/2/2023	1/6/2023
Contracts Awarded	12/2/2022	1/6/2023	2/6/2023
Construction	4/2023-9/2023	9/2023-4/2024	4/2024-9/2024

ADDITIONAL SERVICES

Additional services not included in this proposal shall be performed in accordance with the attached fee schedule. Requirements and quantities for additional services will be determined in coordination with the Owner.

TERMS AND CONDITIONS

Terms and Conditions are in accordance with RFQu 21-752-033, dated June 21, 2021.

CLOSURE

If this Proposal is acceptable, please indicate your acceptance by signing both copies and maintain one copy for your file. Please return the signed copy to Raymond. We appreciate the opportunity to submit this Proposal and look forward to assisting you with this project.

Respectfully submitted,
RAYMOND

Larry Preiss
Director of Project Management
larry.preiss@raymondllc.com

Rupesh Gulati
Director of Design
rupesh.gulati@raymondllc.com

ACCEPTANCE

SIGN: _____ DATE: _____
Dekalb County School District herein referred to as "Client"

PRINT: _____ TITLE: _____



Purchase Order

Fiscal Year 2023

Page: 1 of 1

B I L L T O

DeKalb County School District
ATTN ACCOUNTS PAYABLE
 1701 Mountain Industrial Blvd.
 Stone Mountain, GA 30083
 678.676.1200
 SALES TAX # 044-62-07992-0
 apinvoices@dekalbschoolsga.org
TERMS & CONDITIONS
<http://www.dekalbschoolsga.org/vendor-information>

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **23003084**

Delivery must be made within doors of specified destination.

V E N D O R

RAYMOND ENGINEERING-GEORGIA INC
 1035 GREEN STREET SE
 SUITE A
 CONYERS, GA 30012
 Email: ACCOUNTING@RAYMONDLLC.COM

S H I P T O

DIVISION OF OPERATIONS
 1780 MONTREAL ROAD
 TUCKER, GA 30084

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
7704839592				3240			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location			
09/15/2022	11825			DEPT-PLANT SERVICES			
Item#	Description/PartNo	QTY	UOM	Unit Price	Ext Price		
1	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C2_Coralwood	1.0	EACH	\$56,807.30	\$56,807.30		
2	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C2_Bethune	1.0	EACH	\$177,389.30	\$177,389.30		
3	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C2_LithoniMS	1.0	EACH	\$190,612.40	\$190,612.40		
4	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C3_ChapelHMS	1.0	EACH	\$72,246.15	\$72,246.15		
5	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C3_FreedomMS	1.0	EACH	\$177,389.30	\$177,389.30		
6	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C3_RedanMS	1.0	EACH	\$177,389.30	\$177,389.30		
7	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C3_ColumbES	1.0	EACH	\$216,010.05	\$216,010.05		
8	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C3_RedanES	1.0	EACH	\$50,000.00	\$50,000.00		
9	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C3_SamMoss	1.0	EACH	\$225,041.30	\$225,041.30		
10	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C2_ColumbMS	1.0	EACH	\$179,218.60	\$179,218.60		
11	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C2_IntlSctr	1.0	EACH	\$84,455.80	\$84,455.80		
12	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C2_Avondale	1.0	EACH	\$78,733.60	\$78,733.60		
13	RFQ_21-752-033.ARCH_R_HVAC.RaymondEng_C3_DruidHMS	1.0	EACH	\$460,394.70	\$460,394.70		

By: Carla L. Suite
 Authorized Signature

Total Ext. Price	\$2,145,687.80
PO Total	\$2,145,687.80

DeKalb County Board of Education

1701 Mountain Industrial Blvd.
Stone Mountain, GA 30083

RAYMOND ENGINEERING-GEORGIA INC
1035 GREEN STREET SE
SUITE A
CONYERS, GA 30012