



DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

**Request for Legal Assistance
DCSD Office of Legal Affairs**

ATTORNEY – CLIENT COMMUNICATION

PLEASE SUBMIT COMPLETED REQUEST FORM TO
DCSD OFFICE OF LEGAL AFFAIRS.

*** This request is a confidential communication and should be treated as such ***

DESCRIPTION OF REQUEST

Title of Item/Topic: Legal Review and Approval – Change Order Request
(e.g., contract review, policy matter, etc.)

Date of request: 5/20/2025 Due Date: 5/27/2025 3 to 5 business days)

Background information/Detail: Contract Renewal ~ Professional Architectural & Engineering Services ~ RFQu 24-752-017 ~ BRPH Architects Engineers, CDH Partners, Inc., Chapman Griffin Lanier Sussenbach Architects, Inc. (CGLS), Collins, Cooper, Carusi Architects, Cooper Carry, Inc., Corgan, Croft & Associates, PC, DAG Architects, Foreman Seeley Fountain Inc., Gardner Spencer Smith Tench & Jarbeau (GSST&J), Goodwyn, Mills, and Cawood LLC, (GMC), KHAFRA Engineering, Lyman Davidson Dooley, Inc., Manley Spangler Smith Architects -PBK Architects, (MSSA-PBK), PGAL, Inc., Raymond Engineering -Georgia, Inc., Smallwood, Reynolds, Stewart, Stewart & Associates, Inc., MOSA Architects, SRJ Architects, Stanley Love-Stanley PC, and Sy Richards, Architects Inc. ~ Contract Renewal #1 of 4~ Not-to-Exceed \$10,000,000.

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: _____

SUPPORTING DOCUMENTATION

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any _____

REQUIRED AUTHORIZATION

Requested by: Darlene Y. Hughes, Esq

Email: darlene_hughes@dekalbschoolsga.org Telephone: 678-676-1447

Department: Operations Division

Cabinet Member authorizing the request: Erick Hofstetter

LEGAL APPROVAL

Approved as to form by the DCSD Office of Legal Affairs? Yes No

-OR- (check one only)

Approved as to form by Outside Legal Counsel? Yes No

***Referrals to Outside Legal Counsel must be coordinated and approved by the DCSD Legal Dept.
Approving Attorney (and law firm if Outside Counsel) *Amani Redd*_____**

Comments: _____
