



Central Services Department

Ron Lampkin, Interim Director

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MEMORANDUM

D. White
5/16/25

TO: Darrell White, Interim Director, Procurement Department
FROM: ~~Ron Lampkin~~, Interim Director, Central Services Department
DATE: May 15, 2025
SUBJECT: Amend 23CSA006 - Design Services for Renovation to Houghton School / Juvenile Court

We respectfully ask you to accept this communication as our request to approve an addition of \$44,675.00 to purchase order 23CSA006 to cover the costs of program revisions and additional concept design services for converting the former Houghton Elementary School into space for Augusta Juvenile Court System and Richmond County Board of Elections per Article 4.2 of the Design Services Agreement by Hussey Gay Bell & Deyoung International, Inc under RFP 22-174.

Hussey Gay Bell & DeYoung International, Inc. was awarded the contract to design a new facility for the Juvenile Court under Bid 22-174 on September 20, 2022, purchase order 23CSA006. As the project is not fully funded, a full redesign of the building is not feasible, therefore the scope will be limited to a retrofit of the existing facility. The intent of this approach is to make the facility adequately functional and appropriate for use by the Juvenile Court, ensuring it meets operational needs within the available budget.

If you have any questions or concerns, please contact the Central Services Department.

RL