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January 20, 2022

Effingham County Board of Commissioners  
Attn: Ms. Pamela Melsler, GIS Coordinator  
Development Services  
804 South Laurel Street  
Springfield, GA 31329

Subject: Request to extend contract end date for project "Scan Drawing Archive", Project ID: 20017-OCS01

Dear Ms. Melsler:

Request: Per our project review meeting January 14, 2022, Spatial Engineering requests a 60-day, no-cost modification to extend the subject project end date from February 25, 2022 to April 26, 2022.

Non-Conformance: Our original project execution assumed a steady, consistent work force, and the ability to backfill staff changes if needed, to process 1000 sheets bi-weekly. Because of the COVID pandemic, the need to quarantine and isolate combined with the challenges of finding and retaining personnel, have disrupted production. The COVID environment and the need to follow published CDC guidelines has made it extremely difficult to backfill vacancies and add personnel. As a result, our rate of production has been impacted such that we do not anticipate meeting the February 25, 2022 contract end date.

Corrective Action: Spatial Engineering is committed to bringing the project to completion as quickly as possible. Our corrective actions include: 1) reallocating and training internal resources to perform scanning operations on a continuous basis, 2) working with County staff to increase drawing collection from an average of 500 sheet per week to 750 sheets per week, and 3) adding additional subcontract support, if needed. With these changes we feel we will complete the project well within the 60-day extension period.

Sincerely,

  
Richard L. Truluck, P.E.  
VP, Project Manager