



AGENDA STAFF MEMO

TO: Honorable Mayor and City Council Members
FROM: Sara Leaders, PE, Public Works Director
DATE: Submitted on June 24, 2025, for the July 7, 2025, Regular City Council Meeting

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Sara Leaders

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AGENDA ITEM: Approval of Change Order #1 to the Professional Services Agreement with Lose & Associates, Inc. dba Lose Design for Conceptual Design Services on the Deerfield Active Park

SUMMARY:

The purpose of this contract is to provide additional funding to Lose Design for conceptual design services for the Deerfield Active Park. The original Professional Services Agreement was approved by Milton on November 18, 2024.

Staff recommends additional design work to finalize the site plan in order to better align with adjacent private developments as well as incorporation of design elements from the Deerfield Urban Design Manual into the active park.

FUNDING AND FINANCIAL IMPACT:

Funding is available in the capital project budget. The PO for Lose Design will be increased by \$19,000 to a total of \$67,500.

ALTERNATIVES:

If this contract is not approved, site plan approval for the park will be delayed.

PROCUREMENT SUMMARY (if applicable)

Purchasing method used: Contract Addendum
Account Number: 300-6110-521200000
Requisition Total: Increase PO25116 by \$19,000

REVIEW & APPROVALS:

Financial Review: Bernadette Harvill, Deputy City Manager – June 24, 2025
Legal Review: Jennifer K. McCall, Jarrard & Davis, LLP – June 20, 2025
Concurrent Review: Steven Krokoff, City Manager –

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Bernadette Harvill

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Steven Krokoff

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ATTACHMENT(S):

Change Order #1 to the Professional Services Agreement

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CHANGE ORDER #1 TO THE PROFESSIONAL SERVICES AGREEMENT

WHEREAS, the **CITY OF MILTON, GEORGIA** ("City") and **LOSE & ASSOCIATES, Inc. dba LOSE DESIGN**, ("Consultant"), entered into that certain Professional Services Agreement dated November 18, 2024, which is incorporated herein by this reference (the "Agreement"); and

WHEREAS, the City has requested for the Consultant to provide additional professional engineering design services described in the Scope of Work. This work includes revisions to the master plan for Deerfield Area Active Park to align with adjacent property development in the Deerfield Area Implementation Plan in Milton, Georgia; and

WHEREAS, the terms of this Change Order #1 shall be incorporated into the Agreement by the references herein.

NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. Whereas, pursuant to Milton Code Chapter 2, Article VI, Division 11, Section 2.26(b)(7), Exhibit C, Scope of Work, of the Agreement is hereby amended by inserting the additional services thereto as set forth in Exhibit "A" attached hereto. The addition of these services equals a total cost of \$19,000.00 being added to the contract, making the Maximum Contract price of \$67,500.00 for Tasks 1-4.
2. Section III (B) of the Agreement is hereby amended by replacing the text from "The total amount paid under this Agreement as compensation for Work performed and reimbursement for costs incurred shall not, in any case, exceed for Tasks 1-4: **FORTY-EIGHT THOUSAND, FIVE HUNDRED AND 00/100 DOLLARS (\$48,500.00)**" to "The total amount paid under this Agreement as compensation for Work performed and reimbursement for costs incurred shall not, in any case, exceed for Tasks 1-4: **SIXTY-SEVEN THOUSAND, FIVE HUNDRED AND 00/100 DOLLARS (\$67,500.00)**".
3. Section I (D) of the Agreement is hereby amended by replacing the text from "Work related to developing the plan Tasks 1, 2, 3, and 4 shall be completed by June 30, 2025." to "Work related to developing the plan Tasks 1, 2, 3, and 4 shall be completed by September 30, 2025.".
4. Except as amended hereunder, the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

[SIGNATURES ON THE FOLLOWING PAGE]

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EXHIBIT “A”





June 18, 2025

Mr. Rob Dell-Ross, PE PTOE AICP
Deputy Director of Public Works
City of Milton
2006 Heritage Walk
Milton, GA 30004

Rob,

Per your request, we have prepared a scope and fee to make the changes to the master plan for Deerfield Area Active Park. We understand that the City would like to revisit the design to move the entrance drive based on the new layout of a potential development across Deerfield Parkway as well as explore other ideas (including regrading the site) recently presented by City Staff in our call today.

Steps involved include:

- 1 in-person meeting with your team and other City Staff to evaluate the layout and discuss potential changes.
- Make changes to the master plan to a preliminary level, showing a cross section through the site at a crucial point to demonstrate potential impacts to subsurface rock and effects on earthwork balance.
- Make changes to the opinion of probable cost reflecting those plan changes for evaluation
- Meet in person with your team and other City Staff to review those plan and cost changes and receive direction for plan and cost refinements
- Make changes to the master plan based on the feedback received
- Make changes to the opinion of probable cost based on the feedback received
- Meet with City Staff virtually to review
- Make refinements ahead of the next PRAB meeting
- Attend a PRAB meeting to present the plan and cost changes
- Based on the feedback received, refine the plan and costs for presentation to Mayor and Council
- Meet with City Staff virtually to review
- Make final small refinements to the plan and costs
- Provide materials to City Staff for Mayor and Council presentation
- Attend Mayor and Council meeting for adoption of the master plan

Fee:

- Lump sum fee of \$19,000 to be invoiced monthly as a percentage of completion.

Terms and conditions will be per the agreement for Design Services for Deerfield Area Active Park, dated 11/18/24.

Accepted by client:

Signature

Printed name and title, date