

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

consent
DOT 10/21
CB 10/28

Date: Oct 3, 2025

File ID #:

Purchase Order #: 5752-1-SERV	Original Purchase Order Date: Apr 12, 2022	Change Order #: 4	Department: Division of Transportation
Vendor Name: BLA, Inc.		Vendor #: 10796	Dept. Contact: Kathleen Black Curcio
Action Requested and Reason for Change Order Request: Professional Construction Engineering Services for Improvements along 75th Street, from Millbrook Drive to Greene Road, Section# 18-00233-04-SP. Extend contract expiration date to October 31, 2026 and last invoice allowed date to June 30, 2027. No change in contract encumbrance.			

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- ☐ (A) Were not reasonably foreseeable at the time the contract was signed.
- ☐ (B) The change is germane to the original contract as signed.
- ☒ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

A	Starting Contract Value	\$489,433.33
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$489,433.33
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New Contract Amount (C + D)	\$489,433.33
F	Cumulative Change Order Amount (B + D)	
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (59 Days) ☐ Update Budget Code
- ☐ Change Budget Code From: _____ to: _____
- ☐ Increase/Decrease Quantity From: _____ to: _____
- ☐ Price Shows: _____ should be: _____ ☐ Move Funds Between Lines
- ☐ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- ☒ Contract Extension Greater Than 59 Days From Oct 31, 2025 to: Oct 31, 2026 ☐ Cancel Contract
- ☐ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

This project has not been closed by IDOT. There are likely to be additional issues with IDOT to close the project. An extension of time is recommended so that BLA, Inc. can continue to coordinate the project closeout with IDOT.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

The DOT only selects firms that are pre-qualified in accordance with IDOT guidelines. Requests for Statements of Interest were sent to firms throughout the industry and responses were received from 22 firms qualified to perform this work. The DOT reviewed each submittal with specific attention to their understanding of the project, experience of staff to be assigned to the project, and relevant past work. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by BLA, Inc. is qualified and has the staff available to perform the work on behalf of the County.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request. An extension of time to October 31, 2026 with no change in the contract amount is the recommended course of action since BLA, Inc. has completed the work to date in a satisfactory and timely manner. BLA, Inc. is in the best position to continue to provide the construction engineering for this project at the lowest cost to the County. Terminating this contract and soliciting proposals for a new contract would delay the work and result in higher costs.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

No change in contract encumbrance.

APPROVALS - Initials Only

kbc
Prepared By

6892
Phone Ext.

Oct 3, 2025
Date

SM7
Recommended for Approval

6910
Phone Ext.

10/7/25
Date

8
Reviewed by Procurement Officer

10/9/2025
Date

Completed by Buyer

Date