



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
PW 11/18
CB 11/25

Date: Nov 6, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 5692SERV	Original Purchase Order Date: Feb 8, 2022	Change Order #: 10	Department: Public Works
Vendor Name: Fehr Graham & Associates		Vendor #: 38645	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Contract time extension to January 31, 2027. No change in contract total.		
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	\$2,252,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$2,252,000.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	
E	New contract amount (C + D)	\$2,252,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%
DECISION MEMO NOT REQUIRED		

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
☐ Change budget code from: _____ to: _____
☐ Increase/Decrease quantity from: _____ to: _____
☐ Price shows: _____ should be: _____
☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

DECISION MEMO REQUIRED	
☒ Increase (greater than 29 days) contract expiration from: Nov 25, 2025 to: Jan 31, 2027	
☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____	
☐ OTHER - explain below:	

<u>DSE</u>	<u>11/6/25</u>	<u>MP</u>	<u>11/6/25</u>		
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer		Date	Chairman's Office		Date
(Decision Memos Over \$25,000)		Date	(Decision Memos Over \$25,000)		Date