

DOT 8/20  
 A+OB 8/27  
 JS  
 kbc



**Request for Change Order**  
**Procurement Services Division**

Attach copies of all prior Change Orders

Date: Aug 6, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 6754-1-SERV	<b>Original Purchase Order Date:</b> Nov 14, 2023	<b>Change Order #:</b> 1	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Christopher B. Burke Engineering, Ltd.		<b>Vendor #:</b> 10234	<b>Dept Contact:</b> Nils Jordahl
<b>Background and/or Reason for Change Order Request:</b>	Professional Phase I Engineering Services for the East Branch DuPage River Trail from Butterfield Road (IL 56) to the Illinois Prairie Path (IPP), Section# 23-00002-08-BT, for the period November 14, 2023 through June 30, 2026. Change order to increase LN1 (FY24-1500-3500-54040) \$126,429.00.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$1,499,997.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$1,499,997.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$126,429.00
E	New contract amount (C + D)	\$1,626,426.00
F	Percent of current contract value this Change Order represents (D / C)	8.43%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	8.43%

**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: \_\_\_\_\_ to: \_\_\_\_\_
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

\_\_\_\_\_

kbc	6892	Aug 6, 2024	<i>Weg</i>	6890	8/6/2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

**REVIEWED BY (Initials Only)**

Buyer	Date	<i>JS</i>	Procurement Officer	Date	8/14/2024
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		