

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

Attach copies of all prior Change Orders

Date: Jan 21, 2025

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 4282-1-SERV	<b>Original Purchase Order Date:</b> Nov 20, 2019	<b>Change Order #:</b> 5	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> AECOM Technical Services, Inc.		<b>Vendor #:</b> 10831	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Professional Construction Engineering Services for improvements along the Gary Avenue Trail, from the Great Western Trail to Army Trail Road, Section 11-00237-11-BT Decrease remaining encumbrance and close contract.		
<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	\$348,477.60
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$348,477.60
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$16,513.19)
E	New contract amount (C + D)	\$331,964.41
F	Percent of current contract value this Change Order represents (D / C)	-4.74%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-4.74%

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

kbc	6892	Jan 21, 2025	<i>SMB</i>	6910	1/22/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer _____ Date _____			Procurement Officer <i>S</i> _____ Date <i>1/24/2025</i>		
Chief Financial Officer _____ Date _____			Chairman's Office _____ Date _____		
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		