

Amending Kero 1314-021119

DOT 7/7
FI+CB 7/14

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Jun 12, 2026

File ID #: 26-1780

Purchase Order #: 4229-1-SERV	Original Purchase Order Date: Nov 13, 2019	Change Order #: 6	Department: Division of Transportation
Vendor Name: HR Green, Inc.		Vendor #: 13235	Dept. Contact: Kathleen Black Curcio
Action Requested and Reason for Change Order Request:	Professional Various Preliminary/Design Engineering Services, Section# 20-DEENG-03-EG. Extend contract expiration date to May 31, 2028 and last invoice allowed date to June 30, 2029, and Increase LN2 (FY26-1500-3500-54040- VV20DESENGHRG) by \$80,000.00 and Establish LN3 (FY27-1500-35800-54040-VV20DESENGHRG) with \$20,000.00		

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	\$400,000.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$400,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$100,000.00
E	New Contract Amount (C + D)	\$500,000.00
F	Cumulative Change Order Amount (B + D)	\$100,000.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	25.00%

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, 2026 to May 31, 2028
- 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.

The Division of Transportation is requesting additional funds for the HR Green, Inc. Various Preliminary/Design Engineering contract 20-DEENG-03-EG to design replacement of the box culvert under Park Boulevard south of Tamarack Drive and other stormwater improvements (Work Order #6). Due to the added scope of work being requested by the County, additional funds are necessary to accomplish the requested work resulting in an increase to the contract in the amount of \$100,000. The current contract expires on October 31, 2026. Extend contract completion date through May 31, 2028.


In order to complete the design of the Park Boulevard culvert and stormwater improvements and submit plans and specifications to the DOT for review, it will be more cost effective to supplement the existing Various Preliminary/Design Engineering contract with H.R. Green, Inc. They are in the best position to complete the project on the required schedule and at the lowest cost to the County.

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. Statements of Interest were received from 39 firms. Based on the review of the Statements of Interest, 4 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the qualifications of the firm and any subconsultants, experience of key personnel, understanding of the project, experience on similar projects and any strategies/opportunities to ensure the project schedule is met. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by H.R. Green, Inc. was most qualified and had 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.
 1. Supplement and extend contract to H.R. Green, Inc. This is the recommended option.
 2. Contract with another firm. Not recommended due to staff's determination that H.R. Green, Inc., is the most qualified.
 3. Do not supplement contract. Not recommended as the DOT does not possess the staff resources or expertise to perform this work and must contract for these services.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number
 The DOT budget has sufficient funds to account for this increase.

APPROVALS - Initials Only

kbc		6892	Signature on File		
Prepared By	Phone Ext.	Date			Recommended for Approval
		6/18/2006			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	