

DOT 2/3  
 FI+OB 2/10

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
 Revised 10-01-2025

Date: Jan 28, 2026

File ID #: 26-0527

<b>Purchase Order #:</b> 4085-1-SERV	<b>Original Purchase Order Date:</b> Sep 11, 2019	<b>Change Order #:</b> 7	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> TranSystems Corp.		<b>Vendor #:</b> 10626	<b>Dept. Contact:</b> Kathleen Black Curcio
<b>Action Requested and Reason for Change Order Request:</b>	Professional Preliminary Engineering Services for intersection improvements at Naperville Road and IL 38, Section 19-00195-05-CH. Increase contract (LN5-1500-3500-54040-NPRVL_IL38) \$39,346.76.		

**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	\$255,917.54
B	Net \$ Change for Previous Change Order	\$163,486.48
C	Current Contract Amount (A + B)	\$419,404.02
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$39,346.76
E	New Contract Amount (C + D)	\$458,750.78
F	Cumulative Change Order Amount (B + D)	\$202,833.24
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	79.26%

**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 \_\_\_\_\_ to: \_\_\_\_\_
- 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.

IDOT has requested that the project development report be updated to the current version of form BLR 22210. They have also requested a Traffic Management Plan to further assess the traffic impacts along Roosevelt Road during construction. Also, based on developments in the vicinity, results of the NEPA review process and continued coordination with the City of Wheaton, it was necessary to refine the analysis of several tasks, including the alternative geometric analyses, right of way analyses, review of impacts and associated revisions to the study report and other documents. All of this work was not anticipated when the project scope was prepared and requires additional time and funds to incorporate into the final project report. In order to complete the study and obtain Phase I design approval from IDOT for the Naperville Rd. & IL 38 improvement, it will be more cost effective to supplement TranSystems Corporation. They are in the best position to complete the study at the lowest cost to the County.

