

Consent
DOT 1/6
CB 1/13

28
100

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Dec 16, 2025

File ID #: 26-0107

| | | | |
|--|--|--------------------------|---|
| Purchase Order #: 6853-1-SERV | Original Purchase Order Date: Jan 23, 2024 | Change Order #: 8 | Department: Division of Transportation |
| Vendor Name: Alfred Benesch & Company | | Vendor #: 10752 | Dept. Contact: Kathleen Black Curcio |
| Action Requested and Reason for Change Order Request: | Professional Construction Engineering Services, Geneva Road bridge over the West Branch DuPage River. Section#18-00206-10-BR. No change in total contract encumbrance. Sub MSL Revised Exhibit C | | |

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 | \$863,321.00 |
| B | Net \$ Change for Previous Change Order | \$138,658.00 |
| C | Current Contract Amount (A + B) | \$1,001,979.00 |
| D | Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease | |
| E | New Contract Amount (C + D) | \$1,001,979.00 |
| F | Cumulative Change Order Amount (B + D) | \$138,658.00 |
| G | Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | 16.06% |

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.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

kbc
Prepared By _____
Phone Ext. 6892
Date Dec 16, 2025

smf
Recommended for Approval _____
Phone Ext. 6890
Date 12/16/25

[Signature]
Reviewed by Procurement Officer _____
Date 12/18/2025

Completed by Buyer _____
Date _____