

TL/CB (consent) - NO RESO

Consent  
DOT 6/16  
CB 6/23

Date: Jun 2, 2026

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

File ID #: 26-1692

<b>Purchase Order #:</b> 5750-1-SERV	<b>Original Purchase Order Date:</b> Apr 12, 2022	<b>Change Order #:</b> 5	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Bowman Consulting Group LTD		<b>Vendor #:</b> 30650	<b>Dept. Contact:</b> Kathleen Black Curcio
<b>Action Requested and Reason for Change Order Request:</b>	Professional Construction Engineering Services, upon request, for the DOT, ending November 30, 2024. Section # 22-CENGR-11-EG. Decrease remaining encumbrance and close contract.		

### 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 type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$127,024.41)
E	New Contract Amount (C + D)		\$272,975.59
F	Cumulative Change Order Amount (B + D)		(\$127,024.41)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-31.76%

### 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.

713231  
JUN 2026  
**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number

**APPROVALS - Initials Only**

kbc  
Prepared By \_\_\_\_\_  
6892 Phone Ext. \_\_\_\_\_  
Jun 2, 2026 Date \_\_\_\_\_

*SM*  
Recommended for Approval \_\_\_\_\_  
6910 Phone Ext. \_\_\_\_\_  
6/3/26 Date \_\_\_\_\_

*[Signature]*  
Reviewed by Procurement Officer \_\_\_\_\_  
6/10/2026 Date \_\_\_\_\_

\_\_\_\_\_  
Completed by Buyer \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_