

DOT 5/5
FI+CB 5/12

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Date: Apr 22, 2026
26-1309

File ID #:

Purchase Order #: 3874-1-SERV	Original Purchase Order Date: May 14, 2019	Change Order #: 5	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 Phase II Engineering Services for the intersection improvement project at High Lake Road at Sunset Avenue, Section 09-00122-03-TL. Increase contract encumbrance \$226,690.03 Extend contract expiration date to October 31, 2028		

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	\$144,289.22
B	Net \$ Change for Previous Change Order	\$81,652.97
C	Current Contract Amount (A + B)	\$225,942.19
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$226,690.03
E	New Contract Amount (C + D)	\$452,632.22
F	Cumulative Change Order Amount (B + D)	\$308,343.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	213.70%

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 October 31, 2026 to: October 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 existing intersection at High Lake Road (CH27) and Sunset Avenue is unsignalized and includes a stop-controlled at-grade crossing with the Union Pacific Railroad. The proposed design includes installation of a traffic signal to reduce the risk of vehicles queuing on the railroad tracks. The original design did not address the deficient pavement grades at the railroad crossing or the turning conflicts on the south side of the crossing. To mitigate vehicle bottoming-out and improve operational safety, a revised design will eliminate previously approved design exceptions and incorporates improved vertical profiles, refined roadway geometry, and including a Flashing Yellow Arrow to better control turning movements. The additional design changes, including revised pavement profiles, geometric improvements, and updated traffic signal with Flashing Yellow were not included in the original scope of work under Alfred Benesch and Company's contract."

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 and responses were received from 21 firms qualified to perform this work. The DOT reviewed each submittal with specific attention to their understanding of the project, experience of staff to be assigned to the project, and relevant past work. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Alfred Benesch and Company is qualified and has 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. Extend and increase the contract with Alfred Benesch and Company. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that Alfred Benesch and Company is the most qualified to perform this work.
3. Do not extend or supplement the current contract. Not recommended as the DOT does not possess the staff resources or the technology 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

Increase was budgeted for FY2026.

APPROVALS - Initials Only

<u>kbc</u>	<u>6892</u>	<u>Apr 22, 2026</u>	<u>Jan 7</u>	<u>6940</u>	<u>4/23/26</u>
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>[Signature]</u>	<u>4/29/2026</u>	Date	Completed by Buyer		Date
Reviewed by Procurement Officer					

