

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent
DOT 10/21
CB 10/28

Date: Oct 3, 2025

File ID #:

Purchase Order #: 5805-1-SERV	Original Purchase Order Date: May 10, 2022	Change Order #: 7	Department: Division of Transportation
Vendor Name: Knight E/A, Inc.		Vendor #: 11046	Dept. Contact: Kathleen Black Curcio
Action Requested and Reason for Change Order Request: Professional Design Engineering Services for Improvements along Fabyan Parkway from IL 38 to County Line Road. Section # 08-00210-03-FP. Extend contract expiration date to May 31, 2027 and last invoice date to June 30, 2028. No change in contract encumbrance.			

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	\$728,948.86
B	Net \$ Change for Previous Change Order	\$151,858.46
C	Current Contract Amount (A + B)	\$880,807.32
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New Contract Amount (C + D)	\$880,807.32
F	Cumulative Change Order Amount (B + D)	\$151,858.46
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	20.83%

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, 2025 to May 31, 2027 ☐ 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.

This project is progressing through Phase II engineering. However, the project requires land acquisition from several property owners and subsequently has delayed completion of the project. Because the land acquisition process has taken longer than expected and Knight E/A, Inc.'s familiarity and expertise is needed to complete the project, it is staff's recommendation that a time extension be granted.

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

The DOT selected Knight E/A, Inc. to provide preliminary and design engineering services for the Fabyan Parkway - IL to the County Line project. The preliminary engineering revaluation is complete. Based on the successful completion of the preliminary engineering phase, Knight E/A, Inc. has proceeded with the design plans and specifications for the project. Knight E/A, Inc. is in the best position to complete plans in a timely manner.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request. An extension of time to May 31, 2027 with no change in the contract amount is the recommended course of action since Knight E/A, Inc. has completed the work to date in a satisfactory and timely manner. DOT does not have the staff resources in order to complete design engineering on assigned projects and manage other projects as well. Terminating this contract and soliciting proposals for a new contract would delay the work and result in higher costs

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

No change in contract encumbrance.

APPROVALS - Initials Only

kbc	6892	Oct 3, 2025	<u>SMT</u>	6910	10/7/25
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>[Signature]</u>		10/9/2025			
Reviewed by Procurement Officer	Date		Completed by Buyer		Date