

DOT 4/21  
 FI + CB 4/28 218

**REQUEST FOR CHANGE ORDER FORM**

Procurement Services Division  
 Revised 10-01-2025

Date: Apr 13, 2026

File ID #: 26-1051

<b>Purchase Order #:</b> 6754-1-SERV	<b>Original Purchase Order Date:</b> Nov 11, 2023	<b>Change Order #:</b> 3	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Christopher B. Burke Engineering, Ltd.		<b>Vendor #:</b> 10234	<b>Dept. Contact:</b> Kathleen Black Curcio
<b>Action Requested and Reason for Change Order Request:</b>			
Professional Phase I Engineering Services for the East Branch DuPage River Trail from Butterfield Road (IL 56) to the Illinois Prairie Path (IPP), Section# 23-00002-08-BT. 1. Extend contract from June 30, 2026 to May 31, 2028. 2. Revised Exhibit C's for Prime and Sub 3. Decrease LN1 (FY24-1500-3500-54040-EBDRT_56_IPP) \$656,548.55 4. Decrease LN2 (FY25-1500-3500-54040-EBDRT_56_IPP) \$225,938.49 5. Increase LN3 (FY26-1500-3500-54040-EBDRT_56_IPP) \$882,487.04 6. Increase contract \$794,991.00 with money being allocated in FY2027 and FY2028. 7. Establish LN4 (FY27-1500-3500-54040-EBDRT_56_IPP) \$744,991.00 8. Establish LN5 (FY28-1500-3500-54040-EBDRT_56_IPP) \$50,000.00			

**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	\$1,499,997.00
B	Net \$ Change for Previous Change Order	\$126,429.00
C	Current Contract Amount (A + B)	\$1,626,426.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$794,991.00
E	New Contract Amount (C + D)	\$2,421,417.00
F	Cumulative Change Order Amount (B + D)	\$921,420.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	61.43%

**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 06/30/2026 to: 05/31/2028       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 Division of Transportation has determined that the contract issued to Christopher B. Burke Engineering, Ltd. (CBBEL) for Professional Phase I Engineering Services for the East Branch DuPage River Trail (EBDRT) from Butterfield Road (IL 56) to the Illinois Prairie Path (IPP), Section# 23-00002-08-BT, ending June 30, 2026, requires additional work beyond the original scope of the project resulting in an increase to the contract in the amount of \$794,991.00 and an extension of time through May 31, 2028. This supplement serves to accomplish additional Phase I Preliminary Engineering work beyond the current scope of services, and is needed to complete the Phase I process in a manner that maintains eligibility for future federal funding. Based on feedback received from the public and stakeholders, staff has determined that supplemental work must include preliminary engineering for a pedestrian bridge at 22nd Street, an east-west trail connector along IL 53 from Spring Avenue to Surrey Drive, and detailed assessments of a combination of preferred alternatives.

**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 for preliminary and design engineering were sent to firms throughout the industry. Statements of Interest were received from 27 firms. Based on the review of the Statements of Interest, 3 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the qualifications of the firm and any sub consultants, experience of key personnel, understanding of the project, experience on similar projects, and strategies to ensure timely completion of the project. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Christopher B. Burke Engineering, LTD, (CBBEL) was the most qualified and had 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. Supplement the contract to Christopher B. Burke Engineering, Ltd. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that Christopher B. Burke Engineering, Ltd. is the most qualified to perform this work.
3. Do not 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

The Division of Transportation has sufficient funds to account for this increase.

**APPROVALS - Initials Only**

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kbc  
Prepared By

6892

Phone Ext.

Apr 13, 2026

Date

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SMB  
Recommended for Approval

6910

Phone Ext.

\_\_\_\_\_  
4/15/26  
Date

\_\_\_\_\_  
Reviewed by Procurement Officer

\_\_\_\_\_  
4/16/2026  
Date

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

\_\_\_\_\_  
Date