

Consent  
PW 3/3  
CB 3/10

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

Date: Feb 10, 2026

File ID #: 26-0740

<b>Purchase Order #:</b> 6836-0001 SERV	<b>Original Purchase Order Date:</b> Jan 9, 2024	<b>Change Order #:</b> 7	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> CDM Smith, Inc.		<b>Vendor #:</b> 13295	<b>Dept. Contact:</b> Cathie Figlewski
<b>Action Requested and Reason for Change Order Request:</b> Extend the electrical engineering and design contract to November 30, 2027. No change in contract amount.			

### 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

INCREASE/DECREASE		
A	Starting Contract Value	\$586,024.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$586,024.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New Contract Amount (C + D)	\$586,024.00
F	Cumulative Change Order Amount (B + D)	\$0.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

### DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension ( $\leq 59$  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 Nov 30, 2026 to: Nov 30, 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.

Request to extend the contract to November 30, 2027. The completion time for the switchgear replacement project, which CDM is doing the construction oversight, is delayed due to an extended lead-time in receiving the replacement switchgear. Also, the electrical engineering and design for the jail electrical upgrades are taking longer than originally anticipated as well.

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

A request for a Statement of Interest was issued for Professional Electrical Engineering and Design Services; 8 firms responded. Staff reviewed the qualifications of these firms and narrowed it down to three firms and determined CDM Smith, Inc. possesses the qualified staff to provide these Professional Electrical Engineering & Design Services.

7/15/2016  
2/19/2026

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

- 1) Do not approve time extension. Not recommended because the replacement switchgear has already been ordered and we are waiting arrival and CDM has already started electrical design for the jail electrical upgrades and needs time to complete the design.
- 2) Approve contract time extension to November 30, 2027.

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

No fiscal impact. Contract extension only.

**APPROVALS - Initials Only**

cf	5665	Feb 10, 2026		6910	Feb 10, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		2/19/2026			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	