

Consent
SWM 11/4
CB 11/12

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Oct 17, 2025

File ID #:

Purchase Order #: 7289-0001-SERV	Original Purchase Order Date: 10/8/2024	Change Order #: 1	Department: Stormwater Management
Vendor Name: Black and Veatch Corporation		Vendor #: 20660	Dept. Contact: Jamie Lock
Action Requested and Reason for Change Order Request: Contract Extension to November 30, 2026 and decrease line 2 FY25 1600-3000-53010 by \$75,000.00 and create new line FY26 1600-3000-53010 - extend time of contract to cover tasks identified in the original scope, with no change to the 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		
A	Starting Contract Value	\$350,000.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$350,000.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	\$0.00
E	New Contract Amount (C + D)	\$350,000.00
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 (≤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 11/30/2025 to 11/30/2026 ☐ 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 contract with Black and Veatch needs to be extended to allow for all tasks in the initial scope to be accomplished. The project team is prepared to assist Stormwater Management staff with both the bidding process and construction phase of work associated with the Elmhurst Quarry Highwall. Both of these tasks will extend past the original contract end date, with construction taking place in 2026 due to this type of work not projected to take place over the winter months.

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

This contract was vetted based on the County's Qualified Based Selection (OBS) process.

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

- 1) Staff recommends to extend the existing contract, with no change to the contract amount.
- 2) Without a contract extension, additional engineers would need to be hired in the department with expertise necessary in this field, or
- 3) A new consultant would need to be vetted and contracted, which process would extend past the timeline for the project.

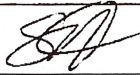
Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

FY24 1600-3000-53010 \$50,000.00

FY25 1600-3000-53010 \$225,000.00

FY26 1600--3000-53010 \$75,000.00

APPROVALS - Initials Only

JCL	6705	Oct 17, 2025		10676	10-23-25
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		10/23/2025			
Reviewed by Procurement Officer	Date		Completed by Buyer		Date