

7406 (consent) - No VELD

consent
DOT 6/16
CB 6/23

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Date: Jun 2, 2026

File ID #: 26-1695

Purchase Order #: 6970-1-SERV	Original Purchase Order Date: Mar 26, 2024	Change Order #: 1	Department: Division of Transportation
Vendor Name: Terra Engineering, LTD		Vendor #: 43667	Dept. Contact: Kathleen Black Curcio
Action Requested and Reason for Change Order Request:	Professional Engineering Services to provide trail user counts for the DuPage Trail System and complementary systems. ending November 30, 2024. Section # 24-DTCRT-01-EG. Decrease remaining encumbrance and close contract.		

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	\$74,196.36
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$74,196.36
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$16,958.37)
E	New Contract Amount (C + D)	\$57,237.99
F	Cumulative Change Order Amount (B + D)	(\$16,958.37)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-22.86%

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 _____ to: _____ 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.

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

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

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

APPROVALS - Initials Only

<u>kbc</u>	<u>6892</u>	<u>Jun 2, 2026</u>		<u>6910</u>	<u>6/3/26</u>
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u></u>	<u>6/10/2026</u>				
Reviewed by Procurement Officer	Date		Completed by Buyer		Date