

UNPLANNED REQUEST BY PROJECT #1

DOT 6/16  
F1+CB 6/23

HR  
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# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Mar 13, 2026

File ID #: 26-1724

<b>Purchase Order #:</b> 5548-1-SERV	<b>Original Purchase Order Date:</b> Nov 9, 2021	<b>Change Order #:</b> 6	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Hampton, Lenzini & Renwick, Inc.		<b>Vendor #:</b> 12021	<b>Dept. Contact:</b> Kathleen Black Curcio
<b>Action Requested and Reason for Change Order Request:</b>	Professional Construction Engineering Services, Central Signal System Expansion #3 (Various Locations), Section 19-DCCSS-03-TL. Increase contract \$22,000.00 and extend expiration date to May 31, 2028. Decrease LN4 previous fiscal year (FY25-101-1500-3550-54040-DCCSS_03) by remaining balance of (\$2,531.07) Establish LN5 for new fiscal year (FY26-101-1500-3550-54040-DCCSS_03) with \$2,531.07 plus the \$22,000.00 LN4 new total \$0.00 - LN5 new total \$24,531.07		

### 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	\$741,407.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$741,407.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$22,000.00
E	New Contract Amount (C + D)	\$763,407.00
F	Cumulative Change Order Amount (B + D)	\$22,000.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	2.97%

### 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, 2026 to May 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.  
 HLR is managing the DuPage Central Signal System #3 project and is in the process of project closeout. Paperwork to be filed with IDOT and other administrative duties are currently in progress and anticipated completion is by the end of 2027. Therefore, a supplement, and extension of time is the recommended course of action.


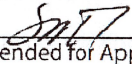
**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.  
 The DOT only selects firms that are pre-qualified in accordance with IDOT guidelines. Requests for Statements of Interest were sent to firms throughout the industry and responses were received from 13 firms qualified to perform this work. The DOT reviewed each submittal with specific attention to the experience of staff to be assigned to the project and relevant past work. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Hampton, Lenzini and Renwick, Inc. is qualified and has 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.  
 An increase and extension of time is the recommended course of action since Hampton, Lenzini & Renwick, 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

There is sufficient Fiscal Year 2026 funds for this supplement.

**APPROVALS - Initials Only**

kbc	6892	Jun 5, 2026			
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		6/11/2026		6910	6/9/26
Reviewed by Procurement Officer	Date		Completed by Buyer		Date