

TCCB DT-P-0094A

Consent
DOT 2/4
CB 2/11

abc

**Request for Change Order****Procurement Services Division**

Attach copies of all prior Change Orders

Date: Jan 21, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 5721-1-SERV	Original Purchase Order Date: Mar 22, 2022	Change Order #: 3	Department: Division of Transportation
Vendor Name: Christopher B. Burke Engineering, Ltd.			Vendor #: 10234
Background and/or Reason for Change Order Request:			Dept Contact: Kathleen Black Curcio
Professional Preliminary Engineering Services, Part A - for the East Branch DuPage River Trail from St. Charles Road to the IPP (Segment 1) and Union Pacific Railroad Crossing Evaluation, Section 19-00002-07-BT 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	\$206,509.91
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$206,509.91
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$38,039.58)
E	New contract amount (C + D)	\$168,470.33
F	Percent of current contract value this Change Order represents (D / C)	-18.42%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-18.42%
DECISION MEMO NOT REQUIRED		

☐ Cancel entire order☐ Close Contract☐ Contract Extension (29 days)☐ Consent Only☐ Change budget code from: F _____ to: _____☐ Increase/Decrease quantity from: _____ to: _____☐ Price shows: _____ should be: _____☒ Decrease remaining encumbrance and close contract☐ Increase encumbrance and close contract☐ Decrease encumbrance☐ Increase encumbrance

DECISION MEMO REQUIRED	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

abc	6892	Jan 21, 2025	<i>SMT</i>	1/22/25	6910
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		