

LMS/AT

CONSENT

DOT 10/21

CB 10/28

KBC  
ebs

## REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Oct 3, 2025

File ID #:

Purchase Order #: 5638-1-SERV	Original Purchase Order Date: Jan 11, 2022	Change Order #: 5	<b>Department:</b> Division of Transportation <b>Dept. Contact:</b> Kathleen Black Curcio
Vendor Name: HR Green, Inc.		Vendor #: 13235	
Action Requested and Reason for Change Order Request:	Professional Construction Engineering Services for 63rd Street/Hobson Road Sidewalk Improvements, Section# 16-00146-00-SW. Extend contract expiration date to October 31, 2026 and last invoice date allowed to June 30, 2027. No change in contract encumbrance.		

## 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	\$224,482.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$224,482.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
E	New Contract Amount (C + D)	\$224,482.00
F	Cumulative Change Order Amount (B + D)	
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 Oct 31, 2025 to: Oct 31, 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.

This project has not been closed by IDOT. There are likely to be additional issues with IDOT to close the project. An extension of time is recommended so that HR Green can continue to coordinate the project closeout with IDOT.

**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. Statements of Interest were received from 30 firms. Based on the review of the Statements of Interest, 3 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the firm's understanding of the project, strategies to ensure timely completion of the project, experience on similar projects, and experience of key personnel. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by HR Green, Inc. was most qualified and had 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 extension of time to October 31, 2026 with no change in the contract amount is the recommended course of action since HR Green, Inc. has completed the work to date in a satisfactory and timely manner. HR Green, Inc. is in the best position to continue to provide construction engineering services for this project at the lowest cost to the County. Terminating this contract and soliciting proposals for a new contract would delay the work and result in more costs.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number  
No change in contract encumbrance.

<b>APPROVALS - Initials Only</b>					
kbc	6892	Oct 3, 2025	<i>EWJ</i>	6910	10/7/25
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<i>8</i> Reviewed by Procurement Officer	<i>10/14/2025</i> Date		Completed by Buyer		Date