



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Nov 17, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 16001622

Requesting Department: Stormwater Management	Department Contact: Jamie Lock
Contact Email: jamie.lock@dupagecounty.gov	Contact Phone: 630-407-6705
Vendor Name: Copenhaver Construction	Vendor #: 13083

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Time extension - A contract extension is necessary in order to meet the monitoring requirement for woody vegetation planted for the project. This time extension will not cause an increase to the total contract value.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

In order to be in compliance with the regulatory permits received for this construction project, additional maintenance and monitoring of restored areas must be completed.

Strategic Impact

Quality of Life

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Management of the restored areas will require the contractor to provide the necessary upkeep, including monitoring and watering of the planted natural areas for this project.

Source Selection/Vetting Information - Describe method used to select source.

Copenhaver Construction was the low bid contractor.

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

Staff recommends approval of the change order with Copenhaver Construction to successfully complete the flood mitigation project.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

There are no additional costs associated with this change order.