



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: Aug 21, 2024

File ID #: _____

Purchase Order #: 6547-0001-SERV

Requesting Department: Stormwater Management	Department Contact: Jamie Lock
Contact Email: jamie.lock@dupagecounty.gov	Contact Phone: 630-407-6705
Vendor Name: Earthwerks Land Improvement & Dev. Corp.	Vendor #: 11452

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

Increase in contract amount - \$153,653.58. An increase in contract amount is necessary in order to complete the project. Cost increases occurred additional work necessary to address items identified during construction that were unforeseen during the initial design process. This increase is 5.69% of 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.

The project increase is necessary in order to meet the requirements and intent of this project.

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

Earthwerks Land Improvement and Development Corporation, Inc. 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 the contract increase to allow the contractor to complete the 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.

FY 2024 - \$153,653.58