



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 11, 2025

File ID #: 25-1931

Purchase Order #: 6462-0001SERV

Requesting Department: Facilities Management	Department Contact: Jennifer Boyer
Contact Email: jennifer.boyer@dupagecounty.gov	Contact Phone: X6775
Vendor Name: Earthwerks Land Improvement & Development, LLC	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.

Amendment to Contract 6462-0001 SERV issued to Earthwerks Land Improvement and Development Corporation for construction of stormwater detention and Best Management Practices (BMP's) projects at the east campus detention basin for Facilities Management for numerous building construction projects, for a change order to extend the contract to December 15, 2027, no change in contract amount.

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

The East basin and pipe lowering projects were constructed in 2022/2023 and planted mid-2023. The contract requires the contractor to meet certain annual performance standards by the end of each growing season for three years after planting or until standards are met (Full growing seasons are considered 2024, 2025, 2026). The contractor is on track to meet these standards on time by the end of 2026. This work is highly influenced by weather, and as a result, we would like to extend the contract through 2027 in the event that more time is needed to meet performance standards and close out the contract.

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

Per lowest responsible bid 22-102-SWM.

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

- 1) Extend contract so the contractor can meet annual performance standards by the end of each growing season.
- 2) Do not extend contract and potentially not meet annual performance standards.

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.

No fiscal impact, as we are only extending the contract.