



DATE: August 3, 2020

MEMO TO: Jessica Vealitzek, Chair
Operations Committee

Terry Wilke, Chair
Finance Committee

FROM: James L. Anderson
Director of Natural Resources

RECOMMENDATION: Approve Change Order No. 1 to the Contract with ENCAP, Inc. for the Plant Plug Installation at Prairie Wolf Forest Preserve, increasing the Contract Amount by \$5,314.35.

STRATEGIC DIRECTION SUPPORTED: Conservation

FINANCIAL DATA: This project was approved as part of the adopted FY 2020 Capital Improvement Plan in the amount of \$317,266.00. This portion of the project was estimated at \$27,000.00. The amount of the Change Order will be charged to the Capital Improvements - Prairie Wolf line item in the Wetlands Management Fund, account 24614100-803200-62504, and will increase the contract amount by \$5,314.35 for a total Contract Price of \$26,614.35.

BACKGROUND: This project includes wetland planting of 10 acres within the 25 acre project area which is partially funded by an off-site wetland mitigation agreement between the United States Army Corps of Engineers and Mariano's grocery store, located adjacent to Prairie Wolf Forest Preserve, but approximately one mile southwest of the project site. The District's original agreement with ENCAP provides for the planting of 30,000 wetland and upland plant plugs purchased by the District at the north end of Prairie Wolf Forest Preserve. The District has purchased 7,485 additional wetland plugs for areas within Prairie Wolf Slough that would benefit from vegetation diversity and expanded coverage, thus improving wildlife value, stormwater storage capacities, and water quality improvements. These plantings are needed to meet the mitigation requirements. The proposed change order would pay the contractor to install the additional plant plugs.

Pursuant to the District's Purchasing Policy, the Committee is authorized to approve the attached change order, because it approves an increase in the contract price between 20% and 25% of the original contract price.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Purchasing Manager, Corporate Counsel.

COMMITTEE MOTION: Motion to approve Change Order No. 1 to the Contract with ENCAP, Inc., for Plant Plug Installation at Prairie Wolf Forest Preserve in substantially the form attached hereto, for the following reasons:

- a. The Change Order is germane to the original Contract, as signed; and
- b. The Change Order is in the best interest of the District.

APPROVED:

OPERATIONS COMMITTEE:

Date: _____ Roll Call Vote: Ayes: ____ Nays: _____

FINANCE COMMITTEE:

Date: _____ Roll Call Vote: Ayes: ____ Nays: _____



**Lake County Forest Preserve District
CHANGE ORDER NO. 1**

Date: August 3, 2020

Project No: 20015
**PLANT PLUG PLANTING
PRAIRIE WOLF FOREST PRESERVE**

Contractor: **ENCAP, INC.**
2585 Wagner Ct.
DeKalb, IL 60115

Original Contract Date: April 9, 2020

To the Contractor: You are hereby authorized to make the following changes, subject to the Contract provisions.

| | | | |
|--------------------------------|-----------------|---------------------|---------------|
| Bulletin No. 1 | INCREASE | \$ 5,314.35 | |
| Bulletin No. 2 | TIME EXTENSION | \$ 0.00 | |
| <hr/> | | | |
| TOTAL | INCREASE | \$5,314.35 | |
| <hr/> | | | |
| Original Contract Amount | | \$ 21,300.00 | |
| Change Order No. 1 | INCREASE | \$ 5,314.35 | 24.95% |
| <hr/> | | | |
| REVISED CONTRACT AMOUNT | | \$ 26,614.35 | 24.95% |

Time Extension: August 16, 2020
Other Contracts Affected: NONE

Recommended By:

James J. Andrus DATE: 28 July 2020
Director of Natural Resources

Approved By:

Operations Committee _____ DATE: _____

Finance Committee _____ DATE: _____

Executive Director DATE: _____

By signing below, Contractor (i) accepts and approves this Change Order and (ii) certifies that this Change Order will not cause or result in an increase in the price of any Subcontract under the Contract that, when added to all other increases to the price of such Subcontract, is 50% or more of the Subcontract's original price.

Accepted By:

Contractor DATE: _____

DISTRIBUTION: EXECUTED ORIGINAL: Purchasing **COPIES:** Project Manager, Contractor
(Executed Original is: Hard Copy E-Copy) Decrease / No Cost Change /Time Change: Accounting
Increase: Munis
Original PO# 20200244



Lake County Forest Preserve District
PLANT PLUG PLANTING FOR PRAIRIE WOLF FOREST PRESERVE
CHANGE ORDER NO. 1

BULLETIN NO. 1

YOU ARE HEREBY AUTHORIZED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

THE FOLLOWING ITEMS ARE ADDED TO THE CONTRACT DOCUMENTS:

Item No. 1: Contractor shall install an additional 7,485 plant plugs provided by Owner at locations within the Work Site determined by Owner, as such plant plugs are available for planting from the suppliers, and as the site has more available areas for installation, all as provided in the Contract, including without limitation Attachment B.

7,485 plants X \$0.71 each for a total of \$5,314.35

Total Increase Item No. 1: \$ 5,314.35

BULLETIN NO. 2

YOU ARE HEREBY AUTHORIZED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

THE FOLLOWING ITEMS ARE ADDED TO THE CONTRACT DOCUMENTS:

Item No. 1: A time extension from the Commencement Date range of June 22, 2020 – June 26, 2020 to a new Commencement Date range of July 6, 2020 through August 8, 2020.

A time extension from Completion Date of July 17, 2020 to a new Completion Date of August 16, 2020.

Total Increase Item No. 1: \$ 0.00

TOTAL CONTRACT INCREASE: \$ 5,314.35