



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: _____

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation	Department Contact: Lee Rivera
Contact Email: lee.rivera@dupagecounty.gov	Contact Phone: 6900
Vendor Name: TranSystems Corporation	Vendor #:

Action Requested

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

The DOT has determined that the contract issued to TranSystems Corporation for Preliminary Engineering Services for the Naperville Road and IL 38 (Roosevelt Road) improvements, Section 19-001950-05-CH requires additional work beyond the original scope of the project resulting in an increase to the contract in the amount of \$39,346.76.

Summary Explanation/Background

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

IDOT has requested that the project development report be updated to the current version of form BLR 22210. They have also requested a Traffic Management Plan to further assess the traffic impacts along Roosevelt Road during construction. Also, based on developments in the vicinity, results of the NEPA review process and continued coordination with the City of Wheaton, it was necessary to refine the analysis of several tasks, including the alternative geometric analyses, right of way analyses, review of impacts and associated revisions to the study report and other documents. All of this work was not anticipated when the project scope was prepared and requires additional time and funds to incorporate into the final project report.

Strategic Impact

Financial Planning

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

In order to complete the study and obtain Phase I design approval from IDOT for the Naperville Rd. & IL 38 improvement, it will be more cost effective to supplement TranSystems Corporation. They are in the best position to complete the study at the lowest cost to the County.

Source Selection/Vetting Information

- Describe method used to select source.

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 and responses were received from 32 firms qualified to perform this work. The DOT reviewed each submittal with specific attention to their understanding of the project, experience of staff to be assigned to the project, relevant past work, and minority/women owned business participation. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by TranSystems Corporation is qualified and has 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.

1. Supplement the contract to TranSystems. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that TranSystems is the most qualified to perform this work companion analysis.
3. Do not supplement the current contract. Not recommended as the DOT does not possess the staff resources to complete the remaining work and still make progress on other projects.

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.

The FY26 Fiscal impact for this supplement is anticipated to be \$39,346.76. The DOT has sufficient funds to account for this increase.