



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: Oct 31, 2024

File ID #: _____

Purchase Order #: 6261-1-SERV

Requesting Department: Division of Transportation	Department Contact: Theresa Smith
Contact Email: theresa.smith@dupagecounty.gov	Contact Phone: 6900
Vendor Name: Civiltech Engineering, Inc.	Vendor #: 10621

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

The Professional right-of-way appraisal and review services upon request of the Division of Transportation to Civiltech Engineering, Inc, Section #23-APPRL-04-LA expires November 30, 2024. An extension of time until October 31, 2025 is recommended.

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

The Division of Transportation retained Civiltech Engineering, Inc. to perform various right-of-way appraisal and review services upon request through out DuPage County. Many of these ROW appraisals are on-going and are still being negotiated.

Original 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 5 firms qualified to perform this work. The DOT reviewed each submittal based on the following criteria: technical approach, firm experience, staff capabilities, and work load capacity. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Civiltech Engineering, Inc. is most 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.

An extension of time to October 31, 2025 with no change in the contract amount is the recommended course of action since Civiltech Engineering, Inc. has completed the work to date in a satisfactory and timely manner. Civiltech Engineering, Inc. is in the best position to continue to provide right-of-way appraisal and review services at the lowest cost to the County. Terminating this contract and soliciting proposals for a new contract would delay the work and result in more costs.

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 change in contract encumbrance.