



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: Nov 19, 2024

File ID #: _____

Purchase Order #: _____

Requesting Department: Stormwater Management	Department Contact: Christine Klepp
Contact Email: klepp@dupagecounty.gov	Contact Phone: 630-407-6708
Vendor Name: Christopher B. Burke Engineering	Vendor #: 10234

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
 Approval of the attached change order with Christopher B. Burke Engineering (CBBEL) for an additional contract time. The contract time would be extended from December 29, 2024 until November 30, 2025.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
 Our Klein Creek floodplain mapping contract with CBBEL is progressing slower than originally anticipated. Almost all elements in the model have required some kind of update given the age of the model and the complicated hydraulics in some areas of the watershed. Areas of newer development need to be added to the model since the last Watershed Plan update in 2010, including the Armstrong Park Flood Control Reservoir. The Village of Carol Stream, one of our municipal partners, has requested we include 37 additional reservoirs in the model. The Village recently completed streambank stabilization along the mainstem of Klein Creek in the vicinity of their wastewater treatment plant using IEPA and DuPage County Water Quality grant funds. They have expressed their desire to add these improvements to the floodplain mapping model.

Original Source Selection/Vetting Information - Describe method used to select source.
 Stormwater Management selected Christopher B. Burke Engineering in accordance with the Professional Services Selection Process in the DuPage County Procurement Ordinance. Six firms submitted Statements of Interest. A selection team reviewed each proposal ranking each firm on certain selection criteria.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
 Option 1: Extend the contract time with CBBEL so that the remaining tasks identified within the agreement can be completed.
 Option 2: Hire another consultant. This option would be highly inefficient and require the duplication of certain tasks already completed under the current contract.

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.
 FY2024: \$20,000.00; 1600-3000-53010
 FY2025: \$17,738.12; 1600-3000-53010