



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: 8-5-25

File ID #: 25-1770

Purchase Order #: 5805-1-SERV

Requesting Department: Division of Transportation	Department Contact: Dan Nowak
Contact Email: daniel.nowak@dupagecounty.gov	Contact Phone: 6909
Vendor Name: Knight E/A, Inc.	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 Knight E/A, Inc. for Professional Phase II Design Engineering Services for the CH 21 / Fabyan Parkway from IL 38 to County Line requires additional work beyond the original scope of the project resulting in an increase to the contract in the amount of \$75,452.66.

Increase the upper limit of the contract by \$75,452.66.

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

The Fabyan Parkway - IL 38 to County Line project is progressing through Phase II engineering. During the development of the Phase II plans, it was determined that the project's use of the Kress Creek Reservoir for detention and compensatory storage would require additional modeling and permitting in order to determine if the reservoir had the additional capacity needed for the project. This would cause the project to be delayed an indefinite amount of time. In order to keep the project on schedule, a new detention and compensatory design needs to be pursued within the project site. This will require the plans, specifications, estimates, and stormwater permit to be updated by Knight E/A, Inc. Additionally, during the development of the Phase II plans, the DOT received notice from the FAA that the original Aeronautical Study has expired and a new Aeronautical Study must be submitted and approved in order for construction to commence. All of this work is not included in the original scope of the contract.

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. Statements of Interest were received from 24 firms. Based on the review of the Statements of Interest, 3 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the qualifications of the firm and understanding key issues of the project, experience of the firm and key personnel on similar projects, and any strategies to ensure timely completion of the phase I updated and design phase are met. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Knight E/A, Inc. was most qualified and had 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 Knight E/A, Inc. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that Knight E/A, Inc. is the most qualified to perform this work and has been awarded a design engineering contract for this work.
3. Do not supplement the current contract. Not recommended as the DOT does not possess the staff resources or the technology to perform this work and must contract for these services.

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 FY25 fiscal impact for this supplement is anticipated to be \$75,452.66. The DOT has sufficient funds to account for this increase.