



# 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 6, 2024

File ID #: \_\_\_\_\_

Purchase Order #: 6397-1-SERV

Requesting Department: Division of Transportation	Department Contact: Steven Mlynarczyk
Contact Email: Steven.Mlynarczyk@dupagecounty.gov	Contact Phone: 6900
Vendor Name: Chastain & Associates, LLC	Vendor #: 20188

**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 Construction Engineering Services contract 6397-1-SERV with Chastain & Associates, LLC for the 2023 Pavement Maintenance Program (Central), Section# 23-PVMTC-21-GM 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 Chastain & Associates, LLC to perform construction engineering for the 2023 Pavement Maintenance Program Central Region. Construction was substantially completed in November 2023. Due to the lengthy closeout process, it is necessary to retain Chastain & Associates beyond the original contract completion date in order to complete final contract documentation. Therefore, an extension of time is the recommended course of action.

**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 27 firms. Based on the review of the Statements of Interest, 4 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the firm's understanding of the project, strategies to ensure timely completion of the project, experience on similar projects, and experience of key personnel. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Chastain & Associates, LLC 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.

An extension of time to October 31, 2025 with no change in the contract amount is the recommended course of action since Chastain & Associates, LLC has completed the work to date in a satisfactory and timely manner. Chastain & Associates, LLC is in the best position to continue to provide construction engineering services for this project 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.