



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: May 19, 2023

MinuteTraq (IQM2) ID #: 23-1923

Department Requisition #: _____

Requesting Department: Facilities Management	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupageco.org	Contact Phone: x5670
Vendor Name: Lamp, Inc.	Vendor #: 40582

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

Change order to add the following capital projects to the Scope of Work, HVAC replacement work to completed at the Care Center for air handler units S-1 (Mechanical Room 1209), S-2 (Mechanical Room 3213), & S-4 (Mechanical Room G16C) at the Care Center [ARPA Funded], and improve the security, building code, upgrades and ADA improvements in the County Board room at the JTK building [Infrastructure Funded], and to increase the contract in the amount of \$1,229,246, taking the original contract amount of \$4,865,131 and resulting in a new amended contract total amount not to exceed \$6,094,377, an increase of 25.27%. PARTIAL ARPA

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

This agreement with Lamp, Inc. is for Professional Construction Manager as Advisor Services, for the JTK Administration Building HVAC Replacement, Care Center HVAC Replacement and Pre-Construction Services for Facilities Management. Two capital projects have been identified as needing improvements; the HVAC replacement work to completed at the Care Center for air handler units S-1 (Mechanical Room 1209), S-2 (Mechanical Room 3213), & S-4 (Mechanical Room G16C) at the Care Center, and improve the security, building code upgrades, and ADA improvements in the County Board room at the JTK building,

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.

Staff is working at maximum work load to manage majority of the construction projects on campus.

Source Selection/Vetting Information - Describe method used to select source.

A request for a Statement of Interest was issued for a Professional Construction Manager as Advisor Services for the 421 JTK Administration Building, 400 Care Center Facility and 410 Power Plant; four firms responded and three Construction Manager as Advisor firms were interviewed. Lamp Inc. was determined to possess the qualified staff to provide these Professional Construction Manager as Advisor Services

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) Staff recommends approval of a Professional Construction Manager as Advisor Services contract with Lamp Inc., for the air handler replacement project at the Care Center and and improvement to the County Board room in the JTK Building for Facilities Management.
- 2) Select another firm. However, staff does not recommend this, and has determined that Lamp Inc. possesses the qualified engineering staff to provide these services on behalf of the County. A Construction Manager is need because of the Capital Projects Facilities Management is undertaking.

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 HVAC replacement project at the Care Center is fully ARPA funded and the County Board room improvements are funded from the County Infrastructure fund.