



# 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: Sept. 4, 2025

File ID #: 25-2171

Purchase Order #: \_\_\_\_\_

Requesting Department: Division of Transportation	Department Contact: Ryan Singer
Contact Email: ryan.singer@dupagecounty.gov	Contact Phone: 6939
Vendor Name: Ciorba Group, 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 Ciorba Group, Inc. for Professional Phase II Design Engineering Services for the CH 11 / Army Trail Road Bridge Over the West Branch DuPage River Replacement project requires additional work beyond the original scope of the project resulting in an increase to the contract in the amount of \$49,885.85.

Increase the upper limit of the contract by \$49,885.85.

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

The Army Trail Road Bridge Over the West Branch DuPage River Replacement project is progressing through Phase II engineering. During the development of the Phase II plans, it was determined that the project's proximity to the Gerber Rd intersection would make sense to include the intersection modernization in to the project. The ADA ramps at the intersection are not to standard and the traffic signal equipment are outdated. Other out of scope work includes modifying the proposed superelevation transition and additional land acquisition coordination and determination due to utility relocation. The out of scope work will require the plans, specifications, estimates, and stormwater permit to be updated by Ciorba Group, Inc.

**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 32 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. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Ciorba, 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 Ciorba Group, Inc. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that Ciorba Group, 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 \$49,885.85. The DOT has sufficient funds to account for this increase.