



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: Sep 25, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

| | |
|---|--------------------------------|
| Requesting Department: DuPage County Public Works | Department Contact: Sean Reese |
| Contact Email: Sean.reese@dupagecounty.gov | Contact Phone: 630.985.7400 |
| Vendor Name: Trotter & Associates Inc. | Vendor #: 12448 |

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

Approve contract extension to November 30, 2026 for on-call professional engineering services.

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

A contract time extension to November 30, 2026 is necessary to complete outstanding projects that are currently being worked on throughout the Public Works Department. Trotter & Associates Inc provides on-call engineering services related to various projects, including but not limited to wastewater treatment plan permit reporting.

Strategic Impact

Quality of Life

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

On-call professional engineering services used to assist with the compliance reporting requirements to the USEPA and the IEPA is crucial to plant operations. This ensures that the plants are running in compliance and accordance with our permits.

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

A request for a statement of interest from qualified firms was posted. DCPW received 3 SOI's and completed a consultant evaluation to rank the firms. Through the process, it was determined that Trotter & Associates, Inc. was the top firm based on their experience in the services that are needed.

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

1. Approve contract time extension to November 30, 2026.
2. Do not approve the time extension. Not recommended due to task orders already being underway.
3. Do not approve the time extension and go back out for another QBS posting. Not recommended due to the firms experience in NPDES permit compliance.

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.

Time extension only. No change in contract total.