



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: Oct 3, 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: Clark Dietz	Vendor #: 10800

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. Clark Dietz, Inc. provides on-call engineering services related to various construction and upgrade projects at the Woodridge Greene Valley and Knollwood Waste Water Treatment Plants.

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 through Clark Dietz is utilized on a task order basis to generate biddable documents for construction and upgrade projects at the Woodridge Greene Valley and Knollwood Waste Water Treatment Plants. The improvements assist in continued rehabilitation of the existing facilities and continue to provide reliable services such as drinking water supply, sanitary sewer services, and other services provided at the County Waste Water Facilities.

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 Clark Dietz, 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 with the specific processes within the regional treatment plants.

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.