



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 2, 2025

File ID #: 25-2168

Purchase Order #: 6853-1-SERV

Requesting Department: Division of Transportation	Department Contact: Kent Kuper
Contact Email: kent.kuper@dupagecounty.gov	Contact Phone: 6900
Vendor Name: Alfred Benesch & Company	Vendor #: 10752

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

The Division of Transportation has determined that the contract issued to Alfred Benesch & Company for Professional Construction Engineering Services, Geneva Road bridge over the West Branch DuPage River. Section Number 18-00206-10-BR, requires an increase of \$138,658.00.

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

The Geneva Road construction project timeline has been extended due to various utility delays, requiring an extended amount of time for construction engineering.

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 and responses were received from 26 firms qualified to perform this work. 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 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 Alfred Benesch & Company is qualified and has 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 Alfred Benesch & Company. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that Alfred Benesch & Company is the most qualified to perform 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.

DOT has sufficient funds to account for this increase.