



DU PAGE COUNTY

Stormwater Management Committee

Regular Meeting Agenda

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, February 3, 2026

7:30 AM

County Board Room

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CHAIRMAN'S REMARKS - CHAIR ZAY**

4. **PUBLIC COMMENT**

5. **APPROVAL OF MINUTES**

5.A. [26-0380](#)

Stormwater Management Regular Meeting Minutes - December 2, 2025.

6. **CLAIMS REPORTS**

6.A. [26-0433](#)

Schedule of Claims - December 2025

6.B. [26-0434](#)

Schedule of Claims - January 2026

7. **BUDGET TRANSFERS**

7.A. [26-0448](#)

Budget Transfer in the amount of \$49,504 to accommodate year-end grant close out. Grant funding will be fully utilized with contractual expenses and no payroll cost will be incurred. Transfer from: 5000-3085-50000 (Regular Salaries) - \$35,360, 5000-3085-51010 (Employer share IMRF) - \$3,607, 5000-3085-51030 (Employer Share Social Security) - \$2,705, 5000-3085-51040 (Employee Med & Hosp Insurance) - \$7,832. Transfer to: 5000-3085-53830 (Other Contractual Expenses) - \$49,504.

7.B. [26-0473](#)

Budget Transfer in the amount of \$20,718 to cover the benefits, salaries, and IMRF payouts for FY25. Transfer from: 1600-3000-51030 (Employer Share Social Security) - \$5,000, 1600-3000-51040 (Employee Med & Hosp Insurance) - \$15,718. Transfer to: 1600-3000-51000 (Benefit Payments) - \$19,328, 1600-3000-51010 (Employer Share IMRF) \$740, 1600-3000-50000 (Regular Salaries) \$650.

7.C. [26-0506](#)

Budget transfer in the amount of \$150,000 for FY26. Transfer from: 1600-3000-54110 (Equipment and Machinery) - \$150,000. Transfer to: 1600-3000-54120 (Automotive Equipment) - \$150,000. The department budgeted the funds for equipment and machinery; however, the Vactor is considered automotive equipment.

8. STAFF REPORTS8.A. [26-0413](#)

Stormwater Program and Event Update

8.B. [26-0414](#)

DPC Stormwater Management Currents Newsletter

9. PRESENTATION

9.A. APWA Award Presentation

10. ACTION ITEMS10.A. [26-0382](#)

Approval for a 14-day public comment period for DuPage County Stormwater Management's Water Quality Program.

10.B. [26-0406](#)

Recommendation for the approval of a contract issued to Contigo Engineering, PLLC, for on-call professional engineering services related to design and permitting of Stormwater facilities, for Stormwater Management, for the period of February 3, 2026 through November 30, 2026, for a contract total not to exceed \$29,500. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.

11. INFORMATIONAL11.A. [TE-P-0001-26](#)

Recommendation for the approval of a contract purchase order to Accela, Inc., for Managed Application Services to provide support with permitting software for the Building & Zoning, Transportation, Stormwater, and Public Works departments, for the period of February 21, 2026 through February 20, 2027, for a contract total not to exceed \$203,674.38. Exempt from bidding per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - Proprietary Software Maintenance and Support)

12. OLD BUSINESS**13. NEW BUSINESS****14. ADJOURNMENT**



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0380

Agenda Date: 2/3/2026

Agenda #: 5.A.



DU PAGE COUNTY

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Stormwater Management Committee Final Summary

Tuesday, December 2, 2025

7:30 AM

County Board Room

1. CALL TO ORDER

7:30 AM meeting was called to order by Chairman James Zay at 7:30 AM.

2. ROLL CALL

| | |
|----------------|--|
| PRESENT | Eckhoff, Evans, Fasules, Hinterlong, Honig, Pulice, Tiesenga, Tornatore, and Zay |
| ABSENT | Brummel, DeSart, and Nero |

3. CHAIRMAN'S REMARKS - CHAIR ZAY

Chairman Zay announced that January 6th Committee meeting would be cancelled.

4. PUBLIC COMMENT

The following individuals made public comment:

Kay McKeen provided a SCARCE update.

5. APPROVAL OF MINUTES

5.A. [25-2784](#)

Stormwater Management Regular Meeting Minutes - November 4, 2025.

| | |
|------------------|---------------|
| RESULT: | APPROVED |
| MOVER: | Lucy Evans |
| SECONDER: | Nunzio Pulice |

6. CLAIMS REPORTS

6.A. [25-2870](#)

Schedule of Claims November 2025

| | |
|------------------|-----------------------------|
| RESULT: | ACCEPTED AND PLACED ON FILE |
| MOVER: | Lucy Evans |
| SECONDER: | Paul Hinterlong |

7. STAFF REPORTS

7.A. [25-2836](#)

Stormwater Management Currents Newsletter - November 2025.

| | |
|------------------|-----------------------------|
| RESULT: | ACCEPTED AND PLACED ON FILE |
| MOVER: | Nunzio Pulice |
| SECONDER: | Paul Hinterlong |

- 7.B. [25-2837](#)
Stormwater Management Program and Events Update.

| | |
|------------------|-----------------------------|
| RESULT: | ACCEPTED AND PLACED ON FILE |
| MOVER: | Nunzio Pulice |
| SECONDER: | Paul Hinterlong |

- 7.C. [25-2838](#)
Stormwater Management December 2025 Spill Report.

| | |
|------------------|-----------------------------|
| RESULT: | ACCEPTED AND PLACED ON FILE |
| MOVER: | Nunzio Pulice |
| SECONDER: | Paul Hinterlong |

8. CONSENT AGENDA

- 8.A. [25-2856](#)
Excel Electronic, Inc. PO# 7455-0001-SERV - This Change Order is for a time extension from November 30, 2025 to June 30, 2026. No change in contract amount.

| | |
|------------------|--------------|
| RESULT: | APPROVED |
| MOVER: | Gary Fasules |
| SECONDER: | Lucy Evans |

9. ACTION ITEMS

- 9.A. [SM-P-0026-25](#)
Recommendation for the approval of a contract to Christopher B. Burke Engineering LTD, for Professional Engineering Services for the development of the Sawmill Creek Watershed Plan, for the period of December 9, 2025 through June 30, 2027, for a contract total not to exceed \$98,500. Other Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.

| | |
|------------------|------------------------------|
| RESULT: | APPROVED AND SENT TO FINANCE |
| MOVER: | Lucy Evans |
| SECONDER: | Paul Hinterlong |
| AYES: | Eckhoff |
| ABSENT: | Brummel, DeSart, and Nero |
| ABSTAIN: | Zay |

9.B. [SM-P-0027-25](#)

Recommendation for the approval of a contract issued to Hampton, Lenzini and Renwick, Inc., for professional engineering/GIS Floodplain Mapping services, for Stormwater Management, for the period of December 9, 2025 through November 30, 2026, for a contract total not to exceed \$75,000. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/et seq.

| | |
|------------------|------------------------------|
| RESULT: | APPROVED AND SENT TO FINANCE |
| MOVER: | Lucy Evans |
| SECONDER: | Gary Fasules |

9.C. [SM-P-0028-25](#)

Recommendation for the approval of a contract issued to Gewalt Hamilton Associates, Inc., for professional engineering and land surveying services, for Stormwater Management, for the period of December 9, 2025 through November 30, 2026, for a contract total not to exceed \$65,000. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/et seq.

| | |
|------------------|------------------------------|
| RESULT: | APPROVED AND SENT TO FINANCE |
| MOVER: | Grant Eckhoff |
| SECONDER: | Nunzio Pulice |

9.D. [SM-R-0014-25](#)

Recommendation to approve a First Amendment and Restatement of the Parcel A Access Easement Agreement by and between the County of DuPage and the Elmhurst-Chicago Stone Company, and it's successor in interest, 83 East, LLC.

| | |
|------------------|-----------------------|
| RESULT: | APPROVED AT COMMITTEE |
| MOVER: | Lucy Evans |
| SECONDER: | Paul Hinterlong |

9.E. [SM-R-0015-25](#)

Recommendation to approve a First Amendment and Restatement of the West Lobe Easement Agreement by and between the County of DuPage and the Elmhurst-Chicago Stone Company, and it's successor in interest, 83 East, LLC.

| | |
|------------------|-----------------------|
| RESULT: | APPROVED AT COMMITTEE |
| MOVER: | Gary Fasules |
| SECONDER: | Andrew Honig |

10. INFORMATIONAL

10.A. [DT-P-0053-25](#)

Recommendation for the approval of a contract to Clean Harbors Environmental Services, Inc., to provide hazardous material testing, disposal, and emergency services, as needed for the Division of Transportation (\$30,000) and Stormwater Management (\$10,000), for the period of January 1, 2026 through December 31, 2026, for a contract total not to exceed \$40,000; per lowest responsible bid # 25-114-DOT.

| | |
|------------------|-----------------------------|
| RESULT: | ACCEPTED AND PLACED ON FILE |
| MOVER: | Paul Hinterlong |
| SECONDER: | Lucy Evans |

11. OLD BUSINESS

No old business was discussed.

12. NEW BUSINESS

Member Evans brought a recommendation for a Letter of Support to rename the Ship Canal. The Committee approved her request.

13. ADJOURNMENT

With no further business, the meeting was adjourned @ 7:43 AM

| | |
|------------------|---------------|
| RESULT: | APPROVED |
| MOVER: | Sam Tornatore |
| SECONDER: | Andrew Honig |



Payment of Claims

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0433

Agenda Date: 2/3/2026

Agenda #: 6.A.

**DUPAGE COUNTY STORMWATER MANAGEMENT
SCHEDULE OF CLAIMS
Dec-25**

| Vendor | Service | Amount |
|-------------------------|-------------------------------------|--------------|
| A Block | Truck Tipping | \$40.00 |
| Alta Equipment | Separator for tractor | \$100.00 |
| Amazon | wireless mouse | \$15.99 |
| Azteca System | Cityworks | \$13,206.00 |
| Copenhaver | St. Joseph Bldg. C | \$309,103.66 |
| Elmhurst Chicago | concrete | \$1,910.00 |
| Globetrotters | On-call services | \$5,444.88 |
| Lee Jensen | Hook/Anchor | \$357.85 |
| McCann | Various supplies | \$252.45 |
| Menards | Various supplies | \$60.32 |
| Menards | Various supplies | \$112.29 |
| AT & T | Phone Services | \$58.32 |
| AT & T | Phone Services | \$83.08 |
| AT & T | Phone Services | \$94.56 |
| AT & T | Phone Services | \$55.58 |
| AT & T | Phone Services | \$103.11 |
| Nicor | 301 W School St Natural Gas Service | \$64.51 |
| Home Depot | trailer wiring kit | \$9.48 |
| Home Depot | bar/chain oil | \$25.94 |
| Home Depot | Various supplies | \$62.65 |
| Home Depot | Various supplies | \$206.27 |
| Home Depot | refrigerator | \$488.00 |
| DPCC Support | coffee for 11/14/25 | \$165.00 |
| City of Wooddale | Water/Sewer 301 School St | \$40.60 |
| Benedictine University | Water Quality Impvmt | \$2,033.53 |
| Christopher B. Burke | Floodplain Assistance | \$209.30 |
| Christopher B. Burke | Prof services | \$6,934.41 |
| Comcast | Ethernet services | \$382.68 |
| ComEd | 0E River Rd. 3N034 Electric service | \$308.92 |
| ComEd | 0 E Fanchon 1S Electric services | \$431.81 |
| Conservation Foundation | Water Quality Education | \$3,291.40 |
| ECT | HSPF hydrology | \$3,024.00 |
| Toshiba | Copier svcs- DEC 2025 | \$74.42 |
| Toshiba | Copier svcs- DEC 2025 | \$174.65 |
| AT & T | Phone Services | \$96.49 |
| K-Five | asphalt | \$614.56 |
| Pizzo | Native Vegetation Mntce | \$8,844.20 |
| Signal 88 | Security Services | \$1,200.00 |
| V3 Companies | On-call services | \$13,795.51 |
| DuPage County PW | Gas charges 8/16-11/15/25 | \$4,972.75 |
| Bloomingtondale | Mallard Lake Project | \$90,000.00 |
| ComEd | 701 W Third - Electric Services | \$26.12 |
| ComEd | 0 N CNWRR 1E Electric services | \$41.24 |
| ComEd | 0 S Irving Park - Electric Services | \$44.44 |
| ComEd | 4723 River - Electric Services | \$49.57 |
| ComEd | 0 S Hagar 1W088 Electric services | \$63.64 |
| ComEd | 4525 Dumoulin - Electric Services | \$82.43 |
| ComEd | 4720 Dumoulin - Electric Services | \$90.86 |
| ComEd | 150 N State Rt.83 Electric services | \$242.10 |
| ComEd | 0 N School - Electric Services | \$402.54 |
| ComEd | 397 Illini Dr Electric services | \$422.60 |
| ComEd | 0 N CNWRR 1E Electric services | \$852.50 |
| ComEd | 0 N CNWRR 1E Electric services | \$14,525.29 |
| DuPage Topsoil | 6 Wheel Topsoil | \$260.00 |
| Black & Veatch | Prof Engineering | \$7,427.53 |
| Black & Veatch | Prof Engineering | \$38,740.31 |

| | | |
|-------------------------|-------------------------------------|--------------|
| CDM Smith | Electrical Imprvmts | \$4,550.70 |
| ComEd | 0 N CNWRR 1E Electric services | \$9,817.59 |
| Eco Promotional | Various supplies | \$1,325.40 |
| Great Lakes Concrete | coupling | \$119.45 |
| GSG Consultants | on-call geotechnical | \$8,549.60 |
| STATE testing LLC | St. Joseph Creek Condos Prjct | \$597.99 |
| V3 Construction | Native Vegetation Mntce | \$22,061.63 |
| V3 Construction | Main St. Flood Control | \$27,025.00 |
| WBK | On-call services | \$1,974.38 |
| WBK | Prof Engineering | \$5,881.46 |
| DuPage County DOT | vehicle repairs 9/1/25-11/30/25 | \$791.86 |
| DuPage County DOT | gas charges 9/1/25-11/30/25 | \$1,394.39 |
| SCARCE | Prof services | \$7,083.33 |
| AT & T | Ethernet services | \$1,928.36 |
| Ciorba | Prof Engineering | \$3,077.90 |
| ERA | Prentiss Creek Watershed | \$10,007.90 |
| Nicor | 800 N River Rd Natural Gas Service | \$169.18 |
| Vulcan | bedding Stone | \$250.74 |
| CEC | On-call Engineering | \$14,075.91 |
| DuPage County PW | 2025 Labor Charges | \$62.55 |
| Great Lakes Concrete | flared pipe/gasket | \$362.61 |
| Excel Electric | Generator installation | \$22,601.70 |
| Excel Electric | Generator installation | \$34,381.80 |
| Robinson Engineering | On-call Engineering | \$4,552.37 |
| Semper Fi | Winfield Creek Stabilization | \$14,715.52 |
| Verizon | WIRELESS ACCT 2 - NOV25 | \$640.63 |
| Vulcan | bedding Stone | \$921.97 |
| DuPage County B & Z | Qtr. 4 CC fees | \$2,244.53 |
| FirstNet AT & T | wireless svc- Nov 2025 | \$2,198.87 |
| Grainger | Work boots | \$179.16 |
| Alta Equipment | Various supplies | \$7.20 |
| Alta Equipment | Various supplies | \$63.44 |
| CEC | On-call Engineering | \$7,337.76 |
| ComEd | 4013 Washington - Electric Services | \$29.08 |
| ComEd | 4013 Washington - Electric Services | \$32.07 |
| Great Lakes Concrete | coupling | \$160.00 |
| K-Five | asphalt | \$1,036.80 |
| Service Industrial | Pipes | \$185.00 |
| Welch Bros | concrete precast | \$1,974.00 |
| Welch Bros | Various supplies | \$3,474.00 |
| AT & T | Long Distance Services | \$49.41 |
| ComEd | 0 E Fanchon 1S Electric services | \$239.31 |
| ComEd | 0E River Rd. 3N034 Electric service | \$398.63 |
| Independent Mechanical | EQ pump Project | \$246,730.50 |
| DuPage County | SW Q425 Workers Comp | \$367.73 |
| CEC | On-call Engineering | \$7,704.17 |
| Copenhaver | St. Joseph Bldg. C | \$65,882.93 |
| DuPage County PW | 4th Qtr. labor charges | \$44,491.00 |
| Semper Fi | Winfield Creek Stabilization | \$233,132.68 |
| USGS | Joint Funding agreement | \$98,350.00 |
| Conservation Foundation | workshop/webinars various employees | \$225.00 |
| Copenhaver | St. Joseph A-B | \$76,158.95 |
| Copenhaver | St. Joseph A-B | \$664,154.98 |
| Dynamic | EQ Catwalk repair/Mntce | \$198,000.00 |
| Elmhurst Chicago | Concrete | \$40.00 |
| Elmhurst Chicago | Concrete | \$40.00 |
| Village of Carol Stream | Gunderson Outfall | \$6,050.00 |
| Village of Carol Stream | Gunderson Outfall | \$1,694.00 |
| Illinois Tollway | tollway charges 10/11/25-11/30/25 | \$189.95 |
| Village of Burr Ridge | Reimb. Elm St. culvert rplcmt | \$50,000.00 |
| Red Wing | Safety Shoes - Karlic | \$259.24 |



Payment of Claims

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0434

Agenda Date: 2/3/2026

Agenda #: 6.B.

DUPAGE COUNTY STORMWATER MANAGEMENT
SCHEDULE OF CLAIMS
January-26

| Vendor | Service | Amount |
|-----------------------------------|--|---------------|
| Azteca system | Cityworks | \$30,374.32 |
| Bluebeam | Subscription | \$1,950.00 |
| Hunn, Sarah | Copernic | \$169.98 |
| Dirkse, Michael | Reimb. for PE License | \$127.81 |
| Home Depot | various supplies | \$26.28 |
| Northwest Lawn | Tune up kit/Spark Plug | \$53.61 |
| AT & T | Phone Services | \$57.00 |
| Dave Winklebleck | Reimb. for PE License | \$127.81 |
| APWA | 2026 membership due | \$1,230.00 |
| AT & T | Long Distance Services | \$50.97 |
| AT & T | Phone Services | \$56.83 |
| Amazon | back rack | \$120.13 |
| ODP | Office supplies | \$36.99 |
| ODP | Office supplies | \$58.20 |
| AT & T | Phone Services | \$96.49 |
| AT & T | Phone Services | \$55.58 |
| AT & T | Phone Services | \$58.32 |
| AT & T | Phone Services | \$83.08 |
| AT & T | Phone Services | \$85.32 |
| AT & T | Phone Services | \$94.56 |
| AT & T | Phone Services | \$103.11 |
| A. Block | Truck Tipping | \$40.00 |
| JX Truck Center | Seal | \$6.57 |
| JX Truck Center | Various Supplies SWM#40 | \$231.92 |
| Menards | Cable adapter/Charger | \$24.98 |
| Menards | Flashlight | \$39.99 |
| Menards | Nuts/Bolts/Studs | \$177.80 |
| CSC | Excavation Safety Training - Joe Clark | \$250.00 |
| A & W Trailer | Trailer supplies | \$26.94 |
| Amazon | Backrack | \$309.99 |
| Burris | Various supplies | \$95.00 |
| City of Wood Dale | Water/Sewer 301 School St. | \$40.96 |
| Comcast | Ethernet services | \$382.68 |
| ComEd | 4013 Washington Electric Services | \$32.07 |
| ComEd | 4525 River Dr. Electric Services | \$46.37 |
| ComEd | 0 S Irving Park Electric Services | \$53.36 |
| ComEd | 4723 River Dr. Electric Services | \$55.20 |
| ComEd | 4525 Dumoulin Electric Services | \$87.85 |
| ComEd | 4720 Dumoulin Electric Services | \$95.32 |
| ComEd | 397 Illini Dr. Electric Services | \$888.08 |
| Home Depot | Various supplies | \$25.58 |
| Home Depot | Plymetal screws | \$29.14 |
| Jenna Fahey Heller | Reimb. for Envirocert | \$201.83 |
| Kane-DuPage Soil & Water | Soil Erosion Seminar | \$400.00 |
| Menards | Tote bag | \$8.98 |
| Menards | Kleenex | \$12.00 |
| Menards | various supplies | \$18.64 |
| Menards | shelving unit | \$279.99 |
| Midwest Equipment | Dingo Tracks | \$775.20 |
| National Assoc of Wetland Manager | 5 member portal accts | \$320.00 |
| Nicor | 301 W School Natural Gas | \$72.85 |
| sCube Inc. | Cloud Hosting 2026 | \$3,009.83 |
| Tameling | Salt Rock | \$63.60 |
| Toshiba | Copier Services Jan 2026 | \$55.56 |
| Toshiba | Copier Services Jan 2026 | \$174.65 |

| | | |
|-----------------------------|----------------------------------|------------|
| AT & T | Long Distance Services | \$20.79 |
| AT & T | Phone Services | \$56.71 |
| AT & T | Phone Services | \$56.97 |
| Illinois Tollway | tollway charges 12/1/25-12/31/25 | \$35.80 |
| AT & T | Phone Services | \$85.20 |
| CDW-G | Antenna | \$78.84 |
| ComEd | 701 W Third Electric services | \$26.63 |
| ComEd | 0 S Hagar Electric services | \$79.84 |
| ComEd | 0 N School St Electric services | \$618.34 |
| ComEd | 0 N Cnwrr 1e Electric services | \$911.32 |
| FirstNet AT & T | Cellular services | \$2,231.03 |
| Kelleher, Helmrich & Assoc. | SDS Online Database | \$675.00 |
| Mary Beth Falsey | Reimb. for IWEA Membership | \$40.00 |
| Mary Beth Falsey | Reimb. for IWEA Registration | \$170.00 |
| Sarah Hunn | Reimb. for PE License- Engle | \$127.81 |
| Sarah Hunn | Employee shoes Reimb. - Day | \$130.19 |
| Sarah Hunn | Employee shoes Reimb. - Day | \$195.43 |
| SCARCE | Prof Services | \$7,083.33 |
| Signal 88 | Security services | \$1,240.00 |
| V3 Construction | Native Vegetation Mntce | \$376.75 |
| VEGA | level sensor | \$935.47 |



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0448

Agenda Date: 2/3/2026

Agenda #: 7.A.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October 1, 2024

From: 5000
Company #

FLOOD MITIGATION PROGRAM GRANT
From: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title | Amount | Finance Dept Use Only Available Balance | | Date of Balance |
|-----------------|---------|-------------|--------------------------------|--------------|---|----------------|-----------------|
| | | | | | Prior to Transfer | After Transfer | |
| 3085 | 50000 | | REGULAR SALARIES | \$ 35,360.00 | 35,360.00 | Ø | 1/22/26 |
| 3085 | 51010 | | EMPLOYER SHARE I.M.R.F. | \$ 3,607.00 | 3,607.00 | Ø | 1/22/26 |
| 3085 | 51030 | | EMPLOYER SHARE SOCIAL SECURITY | \$ 2,705.00 | 2,705.00 | Ø | 1/22/26 |
| 3085 | 51040 | | EMPLOYEE MED & HOSP INSURANCE | \$ 7,832.00 | 7,832.00 | Ø | 1/22/26 |
| Total | | | | \$ 49,504.00 | | | |

To: 5000
Company #

FLOOD MITIGATION PROGRAM GRANT
To: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title | Amount | Finance Dept Use Only Available Balance | | Date of Balance |
|-----------------|---------|-------------|----------------------------|--------------|---|----------------|-----------------|
| | | | | | Prior to Transfer | After Transfer | |
| 3085 | 53830 | | OTHER CONTRACTUAL EXPENSES | \$ 49,504.00 | 2,708.87 | 52,212.87 | 1/22/26 |
| Total | | | | \$ 49,504.00 | | | |

Reason for Request:

Transferring funds to accommodate year-end grant close out. Grant funding will be fully utilized with Contractual Expenses, no payroll costs will be incurred.

Activity EMC-2022-PD0003
(optional)

Department Head
Chief Financial Officer

Date 01.21.26
1/22/26

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

SW - 2/3/26
FIN/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0473

Agenda Date: 2/3/2026

Agenda #: 7.B.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October 1, 2024

From: 1600
Company #

STORMWATER MANAGEMENT
From: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title | Amount | Finance Dept Use Only Available Balance | | Date of Balance |
|-----------------|---------|-------------|--------------------------------|--------------|---|----------------|-----------------|
| | | | | | Prior to Transfer | After Transfer | |
| 3000 | 51030 | | EMPLOYER SHARE SOCIAL SECURITY | \$ 5,000.00 | 8,161.21 | 3,161.21 | 1/23/26 |
| 3000 | 51040 | | EMPLOYEE MED & HOSP INSURANCE | \$ 15,718.00 | 19,466.74 | 3,748.74 | 1/23/26 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | \$ 20,718.00 | | | |

To: 1600
Company #

STORMWATER MANAGEMENT
To: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title | Amount | Finance Dept Use Only Available Balance | | Date of Balance |
|-----------------|---------|-------------|-------------------------|--------------|---|----------------|-----------------|
| | | | | | Prior to Transfer | After Transfer | |
| 3000 | 51000 | | BENEFIT PAYMENTS | \$ 19,328.00 | (19,327.76) | 0.24 | 1/23/26 |
| 3000 | 51010 | | EMPLOYER SHARE I.M.R.F. | \$ 740.00 | (739.11) | 0.89 | 1/23/26 |
| 3000 | 50000 | | REGULAR SALARIES | \$ 650.00 | (605.58) | 44.42 | 1/23/26 |
| | | | | | | | |
| | | | | | | | |
| Total | | | | \$ 20,718.00 | | | |

Reason for Request:

A budget transfer is needed to cover the Benefits, Salaries and IMRF payouts for FY25.

Department Head

Chief Financial Officer

Date

Date

Activity

(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

SW - 2/3/26
FIN/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0506

Agenda Date: 2/3/2026

Agenda #: 7.C.

FY26

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October 1, 2024

From: 1600
Company #

STORMWATER MANAGEMENT
From: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title | Amount | Finance Dept Use Only Available Balance | | Date of Balance |
|-----------------|---------|-------------|-------------------------|---------------|---|----------------|-----------------|
| | | | | | Prior to Transfer | After Transfer | |
| 3000 | 54110 | | EQUIPMENT AND MACHINERY | \$ 150,000.00 | 180,000.00 | 30,000.00 | 1/27/26 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | \$ 150,000.00 | | | |

To: 1600
Company #

STORMWATER MANAGEMENT
To: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title | Amount | Finance Dept Use Only Available Balance | | Date of Balance |
|-----------------|---------|-------------|----------------------|---------------|---|----------------|-----------------|
| | | | | | Prior to Transfer | After Transfer | |
| 3000 | 54120 | | AUTOMOTIVE EQUIPMENT | \$ 150,000.00 | 0 | 150,000.00 | 1/27/26 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | \$ 150,000.00 | | | |

Reason for Request:

When the 2026 budget was completed Stormwater budgeted for equipment cost share with Public Works. The specific equipment was unknown at the time as the departments were in the process of evaluating needs with our mechanics. The department budgeted the funds for equipment and machinery, however the Vector is considered automotive equipment, not machinery.

Department Head [Signature]
Chief Financial Officer [Signature]

01.27.26
Date
1/28/26
Date

Activity _____
(optional)

****Please sign in blue ink on the original form****

| | | | |
|-----------------------------|---------------------------------|--------------------|--|
| Finance Department Use Only | | | |
| Fiscal Year <u>26</u> | Budget Journal # _____ | Acctg Period _____ | |
| Entered By/Date _____ | Released & Posted By/Date _____ | | |

SW - 2/3/26
FIN/CB - 2/10/26



Staff Report

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0413

Agenda Date: 2/3/2026

Agenda #: 8.A.

Upcoming DuPage County Stormwater Management (SWM) Events

| Date | Time | Event | Location | Host Organization | SWM Involvement | Audience | Register/Info |
|--------------|----------|---|--------------------------|-------------------|-----------------|----------------|---------------------------|
| 2/5/2026 | 12PM-1PM | Webinar: Native Woody Plants for Urban Spaces | Virtual | TCF | Sponsor | General Public | Register |
| 2/12/2026 | 12Pm-1PM | Webinar: Small-Scale Native Landscape Design | Virtual | TCF | Sponsor | General Public | Register |
| 2/26/2026 | 8AM-12PM | Beyond the Basics 2026 | Virtual | TCF | Sponsor | General Public | Register |
| 3/10-11/2026 | All Day | 6th Grade Water Immersion Day | Indian Trail JHS Addison | SCARCE | Sponsor | Students | TBA |
| 3/11-12/2026 | All Day | IAFSM Annual Conference | Champaign, IL | IAFSM | Presenter | Professionals | More Info |
| 4/16/2026 | All Day | 6th Grade Water Immersion Day | Jay Stream Elementary | SCARCE | Sponsor | Students | TBA |
| 4/21/2026 | 8AM-12PM | Sustainable Design Challenge | DuPage Auditorium | SCARCE | Sponsor | General Public | More Info |



**DUPAGE
COUNTY**

Watershed
Management

Water
Quality

Floodplain
Mapping

Regulatory
Services

Flood Operations
& Maintenance

Shared
Services

STORMWATER MANAGEMENT

MEMORANDUM

TO: Stormwater Management Planning Committee

FROM: Sarah Hunn, P.E., Director- DuPage County Stormwater Management

SUBJECT: Stormwater Program Update February 2026

DATE: February 3, 2026

Watershed Planning

Prentiss Creek Watershed Plan:

Staff is currently assisting our consultant (ERA) with existing condition hydraulic model updates to relieve some of the stress on the project budget. This is a good opportunity for County staff to gain additional experience and training with hydraulic modeling. Staff has also received updated survey data from the County’s on-call surveyor and is reviewing that data for input into the hydraulic model. The model updates for the proposed projects and alternatives will start after the existing conditions are finalized. The Prentiss Creek Watershed includes portions of Downers Grove, Woodridge, Darien, Lisle, and Unincorporated DuPage County.

Facilities/Operations/ Shared Services Projects

Shared Services/Drainage Projects:

Staff continues to work on evaluation of small-scale drainage projects countywide. Feasible projects will be designed and permitted over the winter and spring months to allow for construction in Summer and Fall 2026 by the in-house crew.

The Cost Share Drainage Assistance Program was announced in early January. The program is designed to assist unincorporated residents with drainage problems that are not covered by the Department’s fully funded program. Awarded applicants will receive up to \$5,000 in funding to address single property issues such as structure flooding and/or localized ponding amongst multiple neighboring properties.

Facilities/Operations:

On Thursday evening, January 8th, the County received approximately 2.0 inches of rain over frozen ground. Due to this rainfall, the Spring Creek Reservoir in Bloomingdale and several smaller, gravity-drained facilities located throughout the County took in floodwater during this event. Staff continues to monitor rainfall forecasts, stream elevations and rainfall gages throughout the County and are prepared to operate the County’s flood control facilities as needed.

At the Elmhurst Quarry, a prebid meeting and site visits were held on January 23, January 26, and February 2, for contractors interested in bidding on the Highwall Stabilization Project. Bids are expected to be opened in February for a March Bid award.



The final piece of equipment (the transfer switch) has shipped for the emergency generator at the Armstrong Park Flood Control Facility. The remaining electrical work and final restoration will be completed in February.

Water Quality

The Watershed-Based Plan for the north half of the West Branch DuPage River was completed and submitted to IL EPA in December. Upon approval from IL EPA, the plan will undergo a Public Comment Period and be brought to the Committee for review and approval.

The FY 2026 Water Quality Improvement Program Grant application period ran through early January 2026. Six applications were received with a total funding request of \$269,861. The applications will be ranked, and funding recommendations presented to the Committee at the March meeting.

Regulatory

Demand for stormwater regulatory services remains exceptionally high. Staff are managing a substantial workload of core activities, including permit reviews, pre-application meetings, wetland boundary verifications, and ongoing consultations with applicants and their consultants. To address the increased demand for pre-application meetings, additional meeting slots continue to be offered each week, improving applicant access and helping to expedite early planning efforts. In addition to the day-to-day review workload, staff are making steady progress on development of the Stormwater Ordinance Guidance Document.

ARPA Projects

The St. Joseph Creek Condominiums flood gate and flood wall projects are nearing completion. ComEd has supplied energy to the pump stations, and the contractor continues to work with the flood gate manufacturer to certify all five gates. Upcoming work in early spring will include installation of the exit staircases and any final restoration necessary before the contractor demobilizes.

IEPA Section 319 Grant Project

The Winfield Creek/Campus Streambank Stabilization Project broke ground mid-July. As of December 2025, the contractor, Semper Fi Landscaping, Inc., has substantially completed the project. This includes placement of stone along the stream banks for stabilization, stabilized outfalls to prevent future erosion, new riffles constructed in the stream to provide better habitat and water quality, and native seed, trees, and shrubs installed within the project footprint. This project was made possible by an Illinois EPA Section 319 Grant that will reimburse the department for 60% of qualifying expenses. The project will remain in the vegetation management phase for the next five years.



Staff Report

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0414

Agenda Date: 2/3/2026

Agenda #: 8.B.

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Email Address e.g. name@example.com

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DuPage County Stormwater Management News & Updates

DuPage County, Illinois sent this bulletin at 01/22/2026 09:54 AM CST

January 2026

[View this email in your browser](#)



SWM Launches New Cost-Share Drainage Assistance Program for Unincorporated Residents



Ponding is a constant problem for this backyard in Bloomingdale Township. The new program was created to assist homeowners with the costs of fixing issues like this.

For many years, DuPage County has had a fully-funded Drainage Program that has helped residents tackle flooding on their properties that mainly impacts septic fields, primary structures, and nearby roads. However, many homeowners with persistent but minor flooding concerns do not qualify for the program and have been left unsupported. To bridge this gap, SWM launched the **Cost-Share Drainage Assistance Program** in early January, designed specifically for smaller-scale projects that provide relief to unincorporated property owners. The County is offering 50% cost-sharing for selected projects, with a maximum of \$5,000 per project. **Applications will be accepted now through March 9**, and will require a \$200 nonrefundable fee with each submission. Find the eligibility requirements, payment options and application info in the link below. Please note that this is a competitive program and applicants are not guaranteed an award.

[Learn More](#)

SWM Sponsoring "Beyond the Basics" Conference February 26th

Around Town

SCARCE is hosting their "Wonder About Your Water?" event for Teacher Institute Day on Friday, February 27, sponsored by SWM. Spend



SWM is sponsoring The Conservation Foundation's "Beyond the Basics" seminar Thursday, February 26. This is a professional-gear event that will delve deeper into various problems and solutions for managing stormwater in a variable climate. Expert speakers will share updates on tools for assessing and mitigating emerging risks, explore the latest technological advancements through real-world case studies, and discuss actionable solutions to shaping local and regional stormwater management. The event is free, but advanced registration is required. Find the agenda and registration info at the link below.

[More Info](#)

the day immersed in various environmental issues affecting our community, and the role sustainable solutions can play in solving these problems. Ideas to protect our water, conserve energy, improve soil, and preserve natural resources will be covered. The class will include professionally led tours of local environmental facilities including the Elmhurst Quarry, DuPage Water Commission, and Jardine Water Purification Plant in Chicago. Professional Development hours will be earned and content is applicable to all grade levels. Register online with the link below!

[More Info](#)

SWM Sponsoring Annual River Sweep



SWM Committee Chair Jim Zay and SWM staff helped Antunes clean up Gary-Kehoe Reservoir during the 2024 DuPage River Sweep.

This year marks the 35th annual DuPage River Sweep, which is a countywide self-coordinated stream cleanup and restoration event coordinated by The Conservation Foundation in partnership with SWM. Since its inception in 1991, more than 16,000 volunteers have removed nearly 300 tons of garbage from DuPage County streams. The River Sweep will be on Saturday, April 18th, and you can sign up easily right now for yourself, your family, or a whole group of people!

[More Info](#)

Upcoming Events

Webinar: Native Woody Plants for Urban Spaces

Thursday, February 5, 2026, Noon - 1 P.M.

Sponsored by DuPage County Stormwater Management. Part of the Conservation@Home Professional training series and held in partnership with [Possibility Place Nursery](#), join Possibility Place Nursery owner and botanist Kelsay Shaw as he highlights native trees and shrubs perfect for small-scale urban spaces. Native plants are often treated as an all-or-nothing option or confined to a narrow list of "acceptable" species. But the world of natives — especially woody plants — is far more versatile and exciting than traditional plant lists suggest.

In this webinar, Kelsay Shaw will break open old assumptions and show how native plants can thrive in a wide range of landscapes and design contexts. You'll learn how to move beyond rigid species lists and single-use ideals, and instead plan intentionally for the places where natives naturally excel. Discover how thoughtful selection and strategic placement can elevate your projects, better serve your clients, and strengthen local ecosystems.

[Register Here](#)

Webinar: Small-Scale Native Landscape Design

Thursday, February 12, 2026, Noon - 1 P.M.

Sponsored by DuPage County Stormwater Management. Part of the Conservation@Home Professional training series and held in partnership with [PlanIt Landscape Perspectives, LLC](#), join designer and business owner Amanda Arnold as she showcases her eco-focused, resilient native plants gardens.

This webinar introduces the essentials of designing with native plants to create healthier, more resilient landscapes. Participants will learn how to choose the right species, plan effective layouts, and avoid common "native no-nos" that can hinder success. The session also shares practical tips and tricks for planting and maintaining native gardens. Ideal for beginners and seasoned designers alike, this webinar offers clear guidance for thriving with native plants.

[Register Here](#)

Beyond the Basics 2026

Thursday, February 26, 2026, 8:30 A.M. - 12:00 P.M.

SWM is sponsoring The Conservation Foundation's "Beyond the Basics" seminar Thursday, February 26. This is a professional-g geared event that delves deeper into various problems and solutions in stormwater management. The event is free, but advanced registration is required. Find the agenda and registration info at the link below.

[Register Here](#)



Stormwater Management Planning Committee

Deborah A. Conroy, Chair | Jim Zay, Committee Chair

David Brummel | Dawn DeSart | Lucy Chang Evans

Grant Eckhoff | Gary Fasules | Andrew Honig

Paul Hinterlong | Steve Nero | Nunzio Pulice

Edward N. Tiesenga | Sam Tornatore

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Action Item

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0382

Agenda Date: 2/3/2026

Agenda #: 10.A.



**DUPAGE
COUNTY**

Watershed
Management

Water
Quality

Floodplain
Mapping

Regulatory
Services

Flood Operations
& Maintenance

Shared
Services

STORMWATER MANAGEMENT

MEMORANDUM

TO: Stormwater Management Planning Committee

FROM: Mary Beth Falsey, Stormwater Management

SUBJECT: Water Quality Annual Public Meeting Portal

DATE: January 21, 2026

Action Requested: Staff is requesting approval for a 14-day public comment period for DuPage County Stormwater Management's Water Quality Program

Stormwater Management staff has created a virtual public meeting space in accordance with DuPage County's National Pollution Discharge Elimination Systems (NPDES) Permit No. ILR40 from the Illinois Environmental Protection Agency which allows us to discharge stormwater into waterways. The NPDES permit requires that the County hold at least one meeting annually for the public to provide input on the countywide water quality program. The virtual public meeting space includes a recorded presentation and public comment portal. The portal will be open for public comment from February 3rd through February 17th.

The public can view the recorded presentation and submit comments through the portal. The link to the virtual meeting space will be shared with all 41 partner municipalities and townships who can link directly to their websites to share the information and comment opportunity with their residents.

The virtual public meeting space can be accessed through the Stormwater Management website at:

https://www.dupagecounty.gov/government/departments/stormwater_management/water_quality/water_quality_program.php





Stormwater Requisition under \$30,000

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0406

Agenda Date: 2/3/2026

Agenda #: 10.B.



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

| SECTION 1: DESCRIPTION | | | |
|---|--|---------------------------------------|---|
| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: | RFP, BID, QUOTE OR RENEWAL #: | INITIAL TERM WITH RENEWALS: | INITIAL TERM TOTAL COST: \$29,500.00 |
| COMMITTEE: STORMWATER | TARGET COMMITTEE DATE: 02/03/2026 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,500.00 |
| | CURRENT TERM TOTAL COST: \$29,500.00 | MAX LENGTH WITH ALL RENEWALS: | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Contigo Engineering | VENDOR #: 43084 | DEPT: Stormwater Management | DEPT CONTACT NAME: Jamie Lock |
| VENDOR CONTACT: Jenny Loewenstein | VENDOR CONTACT PHONE: 331-356-3997 | DEPT CONTACT PHONE #: 630-407-6705 | DEPT CONTACT EMAIL: jamie.lock@dupagecounty.gov |
| VENDOR CONTACT EMAIL: jenny.loewenstein@contigoengineering.com | VENDOR WEBSITE: https://www.contigoengineering.com/ | DEPT REQ #: 1600-2604 | |
| <i>Overview</i> | | | |
| DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Contract for on-call engineering and professional services for analysis, design and permitting for stormwater management facilities and in-house projects countywide. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Under the Stormwater Management Department, DuPage County is responsible for the operation and maintenance of 17 flood control facilities countywide. Some of those facilities need maintenance and associated permitting in order to perform such tasks. This contract will be used to assist staff with review, analysis, design, and permitting for improvements to these facilities. | | | |

| SECTION 2: DECISION MEMO REQUIREMENTS | |
|--|--|
| DECISION MEMO NOT REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. |
| DECISION MEMO REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. |
| PROFESSIONAL SERVICES EXCLUDED PER DUPAGE ORDINANCE (SECTION 2-353) AND 50 ILCS 510/2 (ARCHITECTS, ENGINEERS & LAND SURVEYORS) | |

| SECTION 3: DECISION MEMO | |
|-------------------------------------|--|
| SOURCE SELECTION | Describe method used to select source. Professional Services |
| RECOMMENDATION AND TWO ALTERNATIVES | Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1) Enter into a contract with Contigo Engineering for on-call services to assist with the needs of the department. 2) Hire additional staff to assist with the demand and expertise needed for analysis, design, and permitting. 3) Take no action. This is not recommended, as minimal to no progress would be made to address important upcoming maintenance projects at our flood control facilities. |

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

| | |
|--------------------------------------|---|
| JUSTIFICATION | Select an item from the following dropdown menu to justify why this is a sole source procurement. |
| NECESSITY AND UNIQUE FEATURES | Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. |
| MARKET TESTING | List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. |
| AVAILABILITY | Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. |

SECTION 5: Purchase Requisition Information

| <i>Send Purchase Order To:</i> | | <i>Send Invoices To:</i> | |
|-------------------------------------|---------------------|--|---|
| Vendor: Contigo Engineering | Vendor#: 43084 | Dept: Stormwater Management | Division: |
| Attn: Jenny Loewenstein | Email: | Attn: Jamie Lock | Email: jamie.lock@dupagecounty.gov |
| Address: 241 Moorehead Dr. | City: Bartlett | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60103 | State: IL | Zip: 60187 |
| Phone: 331-356-3997 | Fax: | Phone: 630-407-6705 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: same | Vendor#: | Dept: same | Division: |
| Attn: | Email: | Attn: | Email: |
| Address: | City: | Address: | City: |
| State: | Zip: | State: | Zip: |
| Phone: | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Feb 3, 2026 | Contract End Date (PO25): Nov 30, 2026 |

Purchase Requisition Line Details

| LN | Qty | UOM | Item Detail (Product #) | Description | FY | Company | AU | Acct Code | Sub-Accts/Activity Code | Unit Price | Extension |
|--|-----|-----|-------------------------|--|------|---------|------|-----------|-------------------------|-------------------|--------------|
| 1 | 1 | EA | | On Call Professional Engineering Services countywide | FY26 | 1600 | 3000 | 53010 | | 29,500.00 | 29,500.00 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 29,500.00 |

Comments

| | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

| | |
|-----------------|---|
| BID NUMBER: | |
| COMPANY NAME: | Contigo Engineering, PLLC |
| CONTACT PERSON: | Jenny Loewenstein |
| CONTACT EMAIL: | jenny.loewenstein@contigoengineering.com |

Section II: Procurement Ordinance Requirements

Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the County, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. The contractor, union, or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors, and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

Has the Bidder made contributions as described above?

- Yes
- No

If "Yes", complete the required information in the table below.

| RECIPIENT | DONOR | DESCRIPTION (e.g., cash, type of item, in-kind services, etc.) | AMOUNT/VALUE | DATE MADE |
|------------|----------------------|---|--------------|-----------|
| Lucy Evans | Jennifer Loewenstein | Cash | \$150.00 | 7/1/2025 |
| | | | | |
| | | | | |

All contractors and vendors who have obtained or are seeking contracts with the County shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

Yes

No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

| NAME | PHONE | EMAIL |
|------|-------|-------|
| | | |
| | | |
| | | |

Section III: Violations

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner;
- 30 days prior to the optional renewal of any contract;
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Jennifer L. Loewenstein

Signature: 

Title: Owner

Date: 1/19/2026



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

| | |
|-----------------|-----------------------|
| BID NUMBER: | |
| COMPANY NAME: | A3 Environmental, LLC |
| CONTACT PERSON: | Colleen Stull |
| CONTACT EMAIL: | colleen.stull@a3e.com |

Section II: Procurement Ordinance Requirements

Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the County, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. The contractor, union, or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors, and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

Has the Bidder made contributions as described above?

- Yes
- No

If "Yes", complete the required information in the table below.

| RECIPIENT | DONOR | DESCRIPTION (e.g., cash, type of item, in-kind services, etc.) | AMOUNT/VALUE | DATE MADE |
|-----------|-------|---|--------------|-----------|
| | | | | |
| | | | | |
| | | | | |

All contractors and vendors who have obtained or are seeking contracts with the County shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

- Yes
- No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

| NAME | PHONE | EMAIL |
|------|-------|-------|
| | | |
| | | |
| | | |

Section III: Violations

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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- 30 days prior to the optional renewal of any contract;
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

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http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:
https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Colleen Stull Signature: 

Title: Senior Project Manager Date: 1/19/2026

AGREEMENT BETWEEN THE COUNTY OF DUPAGE, ILLINOIS
AND CONTIGO ENGINEERING, PLLC
FOR ON CALL ENGINEERING SERVICES RELATED TO DESIGN
AND PERMITTING OF STORMWATER FACILITIES

This Professional Service Agreement (“AGREEMENT”), is made this 3rd day of February, 2026, between COUNTY OF DUPAGE, a body politic and corporate, with offices at 421 North County Farm Road, Wheaton, Illinois (hereinafter referred to as the COUNTY) and Contigo Engineering, licensed to do business in the State of Illinois, with offices at 241 Moorehead Drive, Bartlett, IL 60103; (hereinafter referred to as the CONSULTANT). The COUNTY and the CONSULTANT are hereafter sometimes individually referred to as a “party” or together as the “parties.”

R E C I T A L S

WHEREAS, the COUNTY requires on-call professional engineering services (hereinafter referred to as “PROJECT”); and

WHEREAS, the CONSULTANT acknowledges that it is qualified to perform the services covered by this AGREEMENT and is in good standing and has not been barred from performing professional services; and

WHEREAS, the COUNTY has the responsibility of maintaining existing flood control facilities, constructing regional projects, and addressing local drainage concerns countywide; and

WHEREAS, the Consultant has experience and expertise in this area and is in the business of providing such professional engineering services and is willing to perform the required services for an amount not to exceed twenty nine thousand, five hundred dollars and 0/100 cents (\$29,500.00); and

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms, and conditions herein set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

1.0 INCORPORATION AND CONSTRUCTION.

- 1.1 All recitals set forth above are incorporated herein and made part thereof, the same constituting the factual basis for this AGREEMENT.
- 1.2 The headings of the paragraphs and subparagraphs of this AGREEMENT are inserted for convenience of reference only and shall not be deemed to constitute part of this AGREEMENT or to affect the construction hereof.
- 1.3 The exhibits referenced in this AGREEMENT shall be deemed incorporated herein and a part thereof.

2.0 SCOPE OF SERVICES.

- 2.1 Services are to be provided by the CONSULTANT according to the specifications in the Scope of Work, specified as Exhibit "A", attached hereto, which exhibit is hereby incorporated by reference. The CONSULTANT shall complete all of the work set forth in said exhibit for the compensation set forth in Paragraph 7.2, below, unless otherwise modified.
- 2.2 The COUNTY may, from time to time, request changes in the Scope of Work. Any such changes, including any increase or decrease in CONSULTANT'S compensation or Scope of Work, shall be documented by an amendment to this AGREEMENT in accordance with Section 14.0 of this AGREEMENT, except as allowed in Paragraph 15.3, below.
- 2.3 The relationship of CONSULTANT to COUNTY is that of independent contractor, and nothing in this AGREEMENT is intended nor shall be construed to create an agency, employment, joint venture relationship, or any other relationship allowing COUNTY to exercise control or direction over the manner or method by which CONSULTANT or its vendors provide services hereunder.
- 2.4 Any work, assignments or services to be performed by professionals under this AGREEMENT shall be performed and, or, supervised by individuals licensed to practice by the State of Illinois in the applicable professional discipline.

3.0 NOTICE TO PROCEED.

- 3.1 Authorization to proceed with tasks described in Exhibit "A" shall be given on behalf of the COUNTY by the Director of the Stormwater Management Department, (hereinafter referred to as the "Director"), in the form of a written notice to proceed following execution of the AGREEMENT by the appropriate County official.
- 3.2 In addition to the Notice to Proceed, the Director, or his/her designee, may, on behalf of the COUNTY, approve, deny, receive, accept or reject any submission, notices or invoices from or by CONSULTANT, as provided for in this AGREEMENT, including, but not limited to, acts performed in accordance with Paragraphs 3.3, 4.1, 5.2, 6.4, 7.1, 8.2, 8.3., 15.3 and 21.2.
- 3.3 The CONSULTANT shall not perform additional work related to a submittal made to the COUNTY until the COUNTY has completed its review of the submittal unless otherwise directed by the Director or his designee. The CONSULTANT may continue to work on items unrelated to the submittal under review by the COUNTY.

4.0 TECHNICAL SUBCONSULTANTS AND VENDORS.

- 4.1 The prior written approval of the COUNTY, through the person designated in Paragraph 3.1 above, shall be required before CONSULTANT hires any party to complete COUNTY-ordered technical or professional tasks or work included within the Scope of Work.
- 4.2 The CONSULTANT shall supervise all vendors hired by the CONSULTANT, and the CONSULTANT shall be solely responsible for any and all work performed by said vendors in the same manner and with the same liability as if the vendors' work was performed by the CONSULTANT.
- 4.3 The CONSULTANT shall require any vendor hired for the performance of any work or activity in connection to this AGREEMENT to agree and covenant that said vendor also meets the terms of Sections 8.0 and 13.0 and Paragraphs 7.9 and 24.4 of this AGREEMENT and shall fully comply therewith while engaged by CONSULTANT in COUNTY-ordered tasks or work. The CONSULTANT shall further require every vendor hired for the performance of any work or activity in connection to this AGREEMENT to agree and covenant to indemnify, and hold harmless the COUNTY (and the COUNTY'S officials, officers, employees, and agents) to the same extent the CONSULTANT is required to do so pursuant to Section 9.0 of this AGREEMENT.

5.0 TIME FOR PERFORMANCE

- 5.1 The CONSULTANT shall commence work within five (5) working days after the COUNTY issues its Written Notice to Proceed. The COUNTY is not liable and will not pay the CONSULTANT for any work performed before the date of the Notice to Proceed.
- 5.2 Unless otherwise defined in the Scope of Work, the CONSULTANT shall submit a schedule for completion of the project within ten (10) days of the written Notice to Proceed. The schedule is subject to approval by the COUNTY. All of the services required hereunder shall be completed by November 30, 2026, unless the term of this AGREEMENT is extended.
- 5.3 If the CONSULTANT is delayed at any time in the progress of the work by any act or neglect of the COUNTY or by any employee of COUNTY or by changes ordered by the COUNTY, or any other causes beyond the CONSULTANT'S control then the sole remedy and allowance made shall be an extension of time for completion. Such extension shall be that which is determined reasonable by the COUNTY upon consultation with CONSULTANT. The CONSULTANT shall accept and bear all other costs, expenses and liabilities that may result from such delay.

6.0 DELIVERABLES.

- 6.1 The CONSULTANT shall provide the COUNTY on or before the expiration of this AGREEMENT, or within fourteen (14) days following a notice of termination, or when the Director directs, the deliverables specified in Exhibit "B" of this AGREEMENT, attached hereto, which is hereby incorporated by reference.

7.0 COMPENSATION.

- 7.1 The COUNTY shall pay the CONSULTANT for services rendered and shall only pay in accordance with the provisions of this AGREEMENT. The COUNTY shall only pay the CONSULTANT for "on-call" services when such services have been ordered by the COUNTY in writing. The COUNTY shall not be obligated to pay for any services not in compliance with this AGREEMENT.
- 7.2 Total payments to the CONSULTANT under the terms of this AGREEMENT shall not, under any circumstances, exceed twenty nine thousand five hundred and 00/100 (\$29,500).
- 7.3 0.00). This amount is a "not to exceed" amount. In the event the COUNTY directs CONSULTANT to do work which would cause the stated amount to be exceeded, the CONSULTANT shall not be responsible for such work until this AGREEMENT is modified pursuant to Article 14.0. The CONSULTANT may charge the COUNTY for direct expenses incurred during such work.

- 7.4 For work performed, the COUNTY shall pay CONSULTANT in accordance with the Schedule of Hourly Rates for CONSULTANT's Staff attached and incorporated hereto as Exhibit "C."
- 7.5 Direct expenses are costs for supplies and materials to be paid for by the COUNTY for completion of all work defined in Exhibit "A". For direct expenses, including supplies, materials, photocopying, postage/shipping, and other costs directly related to the specific reports and presentations as required by the COUNTY, the COUNTY shall pay on an actual cost basis without any markup added.
- 7.5.a For all direct expenses costing more than \$25.00, the CONSULTANT shall include with its invoice to the COUNTY, as documentation of such expenses, copies of receipts from the Consultant's vendors indicating the price(s) paid by Consultant for such expensed materials and/or items.
- 7.5.b CONSULTANT shall not include computer and vehicle charges as direct expenses.
- 7.6 The CONSULTANT shall submit its invoices, for services rendered and allowable expenses, to the COUNTY on a not more often than monthly basis, and no later than sixty (60) days following completion of the work being invoiced. Each invoice shall summarize, as applicable, the tasks performed, the budgeted hours and money for the pay period per task, the actual hours and money spent during the pay period per task, personnel used per task, and the percentage complete for each task. When requested by the COUNTY as a condition of Federal or State assistance and, or, reimbursement, the CONSULTANT shall submit certified time sheets as additional documentation for the invoiced work. The CONSULTANT shall provide the COUNTY with a valid taxpayer identification number prior to making any request for compensation.

- 7.7 Within 30 days of receipt, review and approval of properly documented invoices, the COUNTY shall pay, or cause to be paid, to the CONSULTANT the amounts invoiced, provided that the amount invoiced together with the amounts of previous partial payments do not exceed the total compensation specified in this AGREEMENT. The COUNTY may not deny a properly documented claim for compensation, in whole or in part, without cause. The COUNTY reserves the right to hold back a sum equal to not more than five percent (5%) of the total contract sum to ensure CONSULTANT's full performance. The COUNTY shall not be required to pay CONSULTANT more often than monthly.
- 7.8 Following the CONSULTANT's satisfactory completion of all work specified in Exhibit "A," and upon receipt, review and acceptance of all deliverables specified in Exhibit "B," the COUNTY shall make its final payment to the CONSULTANT, including payment of any retainage held back pursuant to Paragraph 7.6 above.
- 7.9 The COUNTY reserves the right to charge for additional processing of invoices received more than sixty (60) days following the date of the work invoiced. Payment will not be made on invoices submitted later than six-months (180 days) after the expiration date of this AGREEMENT and any statute of limitations to the contrary is hereby waived.
- 7.10 Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. If the scope of work for this AGREEMENT includes the use of job classifications covered by the prevailing rate of wages, the prevailing rate must be reflected in the cost estimate for this AGREEMENT. The rates have been ascertained and certified by the Illinois Department of Labor for the locality in which work is to be performed. If the Illinois Department of Labor revises the prevailing rates of wages to be paid, as listed in the specification of rates, the CONSULTANT may not pay less than the revised rates of wages. Current wage rate information shall be obtained by visiting the Illinois Department of Labor website at <http://www.state.il.us/agency/idol/> or calling (312) 793-2814. It is the responsibility of the CONSULTANT to review the rates applicable to the work in this AGREEMENT, at regular intervals, in order to insure the timely payment of current rates. Provision of this information to the CONSULTANT, by means of the Illinois Department of Labor website, satisfies the notification of revisions by the COUNTY to the CONSULTANT, pursuant to the Act, and the CONSULTANT agrees that no additional notice is required. The CONSULTANT shall notify each of its vendors of the revised rates of wages.

8.0 CONSULTANT'S INSURANCE

- 8.1 The CONSULTANT shall maintain, at its sole expense, insurance coverage including:
- 8.1.a **Worker's Compensation Insurance** in the statutory amounts.
 - 8.1.b **Employer's Liability Insurance** in an amount not less than one million dollars (\$1,000,000.00) each accident/injury and one million dollars (\$1,000,000.00) each employee/disease.
 - 8.1.c **Commercial (Comprehensive) General Liability Insurance**, (including contractual liability) with a limit of not less than three million dollars (\$3,000,000.00) aggregate; including limits of not less than two million dollars (\$2,000,000.00) per occurrence, and one million dollars (\$1,000,000.00) excess liability. **An Endorsement must also be provided naming the County of DuPage c/o Stormwater Management, its' officers, elected officials and employees, 421 N. County Farm Rd., Wheaton, IL 60187, as an additional insured. This additional insured endorsement is to be on a primary and non-contributory basis, and include a waiver of subrogation endorsement.**
 - 8.1.d **Commercial (Comprehensive) Automobile Liability Insurance** with minimum limits of at least one million dollars (\$1,000,000.00) for any one person and one million dollars (\$1,000,000.00) for any one occurrence of death, bodily injury or property damage in the aggregate annually. **An Endorsement must also be provided naming the County of DuPage c/o Stormwater Management, its' officers, elected officials and employees, 421 N. County Farm Rd., Wheaton, IL 60187, as an additional insured. This additional insured endorsement is to be on a primary and non-contributory basis, and include a waiver of subrogation endorsement.**
 - 8.1.e **Professional Liability Insurance (Errors and Omissions)** shall be provided with minimum limits of at least one million dollars (\$1,000,000.00) per incident/two million dollars (\$2,000,000.00) aggregate during the term of this AGREEMENT and shall be maintained in the form of an additional endorsement for a period of four (4) years after the date of the final payment for this AGREEMENT. The

CONSULTANT shall provide the COUNTY endorsements at the beginning of each year evidencing same or a new carrier policy that has a retroactive date prior to the date of this AGREEMENT.

- 8.2 It shall be the duty of the CONSULTANT to provide to the COUNTY copies of the CONSULTANT'S Certificates of Insurance, as well as all applicable coverage and cancellation endorsements before issuance of a Notice to Proceed. It is the further duty of the CONSULTANT to immediately notify the COUNTY if any insurance required under this AGREEMENT has been cancelled, materially changed, or renewal has been refused, and the CONSULTANT shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage. If a suspension of work should occur due to insurance requirements, upon verification by the COUNTY of the CONSULTANT curing any breach of its required insurance coverage, the COUNTY shall notify the CONSULTANT that the CONSULTANT can resume work under this AGREEMENT. The CONSULTANT shall accept and bear all costs that may result from the cancellation of this AGREEMENT due to CONSULTANT'S failure to provide and maintain the required insurance.
- 8.3 The coverage limits required under subparagraphs 8.1.c and 8.1.d above may be satisfied through a combination of primary and excess coverage. The insurance required to be purchased and maintained by the CONSULTANT shall be provided by an insurance company acceptable to the COUNTY, and except for the insurance required in subparagraph 8.1.e licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to the COUNTY except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to the COUNTY. If the CONSULTANT is satisfying insurance required through a combination of primary and excess coverage, the CONSULTANT shall require that said excess/umbrella liability policy include in the "Who is Insured" pages of the excess/umbrella policy wording such as "Any other person or organization you have agreed in a written contract to provide additional insurance" or wording to that effect. The CONSULTANT shall provide a copy of said section of the excess/umbrella liability policy upon request by the COUNTY.
- 8.4 The CONSULTANT shall require that any of its vendors performing work under this AGREEMENT, including anyone directly or indirectly

employed by any of them, or by anyone for whose acts any of them may be liable under this AGREEMENT, to maintain the same insurance required of the CONSULTANT, and, further, which names the COUNTY as an additional insured on a primary and non-contributory basis in the same coverage types and same coverage amounts as the CONSULTANT is required to maintain per Section 8.0. The CONSULTANT shall keep on file evidence of its vendors' insurance coverage at all times and shall produce same to the COUNTY upon demand.

- 8.5 CONSULTANT'S insurance required by Paragraphs 8.1.c and d, above, shall name the COUNTY, its officers and employees as additional insured parties. The Certificate of Insurance and endorsements shall state: "The County of DuPage, its officers and employees are named as additional insureds as defined in the [Commercial (Comprehensive) General Liability Insurance policy and/or Commercial (Comprehensive) Automobile Liability Insurance policy, as applicable] with respect to claims arising from CONSULTANT'S performance under this AGREEMENT."

9.0 INDEMNIFICATION

- 9.1 The CONSULTANT shall indemnify and hold harmless the COUNTY, its officials, officers, employees, and agents from and against all liability, claims, suits, demands, proceedings and actions, including reasonable costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or directly connected with, the CONSULTANT'S, or its vendor's, negligent or willful misconduct, errors or omissions in its, or their, performance under this AGREEMENT. In any event, CONSULTANT'S entire liability shall not exceed the limits of its applicable policies of insurance.
- 9.2 Nothing contained herein shall be construed as prohibiting the COUNTY, its officials, directors, officers, agents and employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. Pursuant to Illinois law, the attorney representing the COUNTY, under this paragraph or paragraph 9.1, must be the State's Attorney, in accordance with the applicable law. The COUNTY'S participation in its defense shall not remove CONSULTANT'S duty to indemnify and hold the COUNTY harmless, as set forth above.
- 9.3 CONSULTANT'S indemnification of COUNTY shall survive the termination, or expiration, of this AGREEMENT.
- 9.4 The COUNTY does not waive, by these indemnity requirements, any defenses or protections under the Local Government and Governmental

Employees Tort Liability Act (745 ILCS 10/1, et seq.) or otherwise available to it, or the CONSULTANT, under the law.

10.0 SATISFACTORY PERFORMANCE

- 10.1 The COUNTY is engaging this CONSULTANT because the CONSULTANT professes to the COUNTY that it will employ the standard of care within its profession in the performance of the services herein contracted. Accordingly the CONSULTANT'S, and its vendors', standard of performance under the terms of this AGREEMENT shall be that which is to the satisfaction of the COUNTY and meets the quality and standards commonly provided by similar professional firms practicing in DuPage County, Illinois.
- 10.2 In the event there are no similar professional firms practicing in DuPage County, Illinois, with respect to the type of work for which this CONSULTANT has been engaged, the CONSULTANT'S services, and its vendors', shall be performed in a manner consistent with the customary skill and care of its profession.
- 10.3 If any errors, omissions, or acts, intentional or negligent, are made by the CONSULTANT, or its' vendors, in any phase of the work, the correction of which requires additional field or office work, the CONSULTANT shall be required to perform such additional work as may be necessary to remedy same without undue delay and without charge to the COUNTY. In the event any errors or omissions are detected after the AGREEMENT'S expiration or termination, the CONSULTANT shall have no right to cure under this provision.
- 10.4 Acceptance of the work shall not relieve the CONSULTANT of the responsibility for the quality of its work, nor its liability for loss or damage resulting from any errors, omissions, or negligent or willful misconduct by the CONSULTANT or its vendors.

11.0 BREACH OF CONTRACT

- 11.1 In the event of any breach of contract, the non-breaching party shall give notice to the breaching party stating with particularity the nature of the alleged breach. The breaching party shall be allowed a reasonable opportunity to cure the breach. A Party's failure to timely cure any material breach of this AGREEMENT shall relieve the other Party of the requirement to give thirty (30) day notice for termination of this AGREEMENT in accordance with Paragraph 16.1, below. Whenever a Party hereto has failed to timely cure a breach of this AGREEMENT, the other Party may terminate this AGREEMENT by giving ten (10) days written notice thereof to the breaching party. Notwithstanding the above

term, the CONSULTANT'S failure to maintain insurance in accordance with Section 8.0, above, or in the event of any of the contingencies described in Paragraph 16.1, below, shall be grounds for the COUNTY'S immediate termination of this AGREEMENT. A breach of any covenant or term of this AGREEMENT by one of the CONSULTANT'S vendors shall be deemed a breach by the CONSULTANT.

12.0 OWNERSHIP OF DOCUMENTS.

- 12.1 The CONSULTANT agrees that all deliverables prepared for the COUNTY under the terms of this AGREEMENT shall be properly arranged, indexed and delivered to the COUNTY as provided in Paragraph 6.1. An electronic copy of all applicable deliverables, in a format designated by the COUNTY'S representative, shall be provided to the COUNTY.
- 12.2 The documents and materials made or maintained under this AGREEMENT shall be and will remain the property of the COUNTY which shall have the right to use same without restriction or limitation and without compensation to the CONSULTANT other than as provided in this AGREEMENT. The CONSULTANT waives any copyright interest in said deliverables.
- 12.3 The COUNTY acknowledges that the use of information that becomes the property of the COUNTY pursuant to Paragraph 12.2, for purposes other than those contemplated in this AGREEMENT, shall be at the COUNTY'S sole risk.
- 12.4 The CONSULTANT may, at its sole expense, reproduce and maintain copies of deliverables provided to COUNTY

13.0 COMPLIANCE WITH THE LAW AND OTHER AUTHORITY.

- 13.1 The CONSULTANT, and its vendors, shall comply with Federal, State and Local statutes, ordinances and regulations and obtain permits, licenses, or other mandated approvals, whenever applicable.
- 13.2 The CONSULTANT, and its vendors, shall not discriminate against any worker, job applicant, employee or any member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, or otherwise commit an unfair employment practice. CONSULTANT, and its vendors, shall comply with the provisions of the Illinois Human Rights Act, as amended, 775 ILCS 5/1-101, et seq., and with all rules and regulations established by the Department of Human Rights.

- 13.3 The CONSULTANT, by its signature on this AGREEMENT, certifies that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code, 30 ILCS 500/1-1, et seq.; and further certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Illinois Criminal Code (Illinois Compiled Statutes, Chapter 720, paragraph 5/33E-3); and further certifies that it has not been barred from public contracting under any Federal statute or regulation. The CONSULTANT agrees that it shall not use any vendor that has been barred from being awarded a public contract, or subcontract, under Illinois or Federal law to perform work under this AGREEMENT.
- 13.4 The CONSULTANT, by its signature on this AGREEMENT, certifies that no payment, gratuity or offer of employment, except as permitted by the Illinois State Gift Ban Act and the County of DuPage Ethics Ordinance, was made by or to the CONSULTANT, or CONSULTANT'S personnel, in relation to this AGREEMENT. The CONSULTANT has also executed the attached Ethics Disclosure Statement that is made a part hereof and agrees to update contribution information on an ongoing basis during the life of the AGREEMENT as required by said Ordinance.
- 13.5 The CONSULTANT covenants that it has no conflicting public or private interest and shall not acquire directly or indirectly any such interest which would conflict in any manner with the performance of CONSULTANT'S services under this AGREEMENT.

14.0 MODIFICATION OR AMENDMENT.

- 14.1 The parties may modify or amend terms of this AGREEMENT only by a written document duly approved and executed by both parties.
- 14.2 The CONSULTANT acknowledges receipt of a copy of the DuPage County Procurement Ordinance, which is hereby incorporated into this AGREEMENT, and has had an opportunity to review it. CONSULTANT agrees to submit changes to the Scope of Work or compensation in accordance with said Ordinance.

15.0 TERM OF THIS AGREEMENT.

- 15.1 The term of this AGREEMENT shall begin on the date the AGREEMENT is fully executed, and shall continue in full force and effect until the earlier of the following occurs:
- (a) The early termination of this AGREEMENT in accordance with the terms of Section 16.0, or

- (b) The expiration of this AGREEMENT on November 30, 2026, or to a new date agreed upon by the parties.
 - (c) The completion by the CONSULTANT and COUNTY of their respective obligations under this AGREEMENT, in the event such completion occurs before November 30, 2026.
- 15.2 The CONSULTANT shall not perform any work under this AGREEMENT after the expiration date set forth in Paragraph 15.1(b), above, or after the early termination of this AGREEMENT, or during a provisional extension period. The COUNTY is not liable and will not pay the CONSULTANT for any work performed after the AGREEMENT'S expiration or termination. However, nothing herein shall be construed so as to relieve the COUNTY of its obligation to pay the CONSULTANT for work satisfactorily performed prior to the AGREEMENT'S termination, or expiration, and delivered in accord with Paragraph 6.1, above.
- 15.3 The term for performing this AGREEMENT may be amended by a Change Order, or other COUNTY designated form, signed by both parties without formal amendment pursuant to Paragraph 14.1, above.

16.0 TERMINATION

- 16.1 Except as otherwise set forth in this AGREEMENT, either party shall have the right to terminate this AGREEMENT for any cause or without cause thirty (30) days after having served written notice upon the other party, except in the event of CONSULTANT'S failure to maintain suitable insurance at the requisite coverage amounts, insolvency, bankruptcy or receivership, or if the CONSULTANT is barred from contracting with any unit of government, or is subsequently convicted or charged with a violation of any of the statutes or ordinances identified in Section 13.0, above, in which case termination shall be effective immediately upon receipt of notice from the COUNTY, at the COUNTY'S election.
- 16.2 Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, excepting surviving insurance and indemnification obligations, but the parties shall not be relieved of the duty to perform their obligations up to the date of termination, or to pay for deliverables tendered prior to termination. There shall be no termination expenses.
- 16.3 Upon termination of this AGREEMENT, all data, work products, reports and documents produced because of this AGREEMENT shall become the property of the COUNTY. Further, CONSULTANT shall provide all deliverables within fourteen (14) days of termination in accordance with the other provisions of this AGREEMENT.

17.0 ENTIRE AGREEMENT.

- 17.1 This AGREEMENT, including matters incorporated herein, contains the entire agreement between the parties.
- 17.2 There are no other covenants, warranties, representations, promises, conditions or understandings; either oral or written, other than those contained herein.
- 17.3 This AGREEMENT may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.
- 17.4 In event of a conflict between the terms or conditions or this AGREEMENT and any term or condition found in any exhibit or attachment, the terms and conditions of this AGREEMENT shall prevail.

18.0 ASSIGNMENT.

- 18.1 Either party may assign this AGREEMENT provided, however, the other party shall first approve such assignment, in writing.

19.0 SEVERABILITY.

- 19.1 In the event, any provision of this AGREEMENT is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the AGREEMENT. The remainder of this AGREEMENT shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.
- 19.2 In the event of the contingency described in Paragraph 19.1, above, the parties shall make a good faith effort to amend this AGREEMENT pursuant to Paragraph 14.1, above, in order to remedy and, or, replace any provision declared unenforceable or invalid.

20.0 GOVERNING LAW.

- 20.1 The laws of the State of Illinois shall govern this AGREEMENT as to both interpretation and performance.
- 20.2 The venue for resolving any disputes concerning the parties' respective performance, or failure to perform, under this AGREEMENT, shall be the judicial circuit court for DuPage County.

21.0 NOTICES.

- 21.1 Any required notice shall be sent to the following addresses and parties:

Contigo Engineering, PLLC
241 Moorehead Drive
Bartlet, IL 60103
ATTN: Jenny Loewenstein

DuPage County Department of Stormwater Management
421 N. County Farm Road
Wheaton, Illinois 60187
ATTN: Sarah Hunn

- 21.2 All notices required to be given under the terms of this AGREEMENT shall be in writing and either (a) served personally during regular business hours; (8:00 a.m.-4:30 p.m. CST or CDT Monday–Friday); or (b) served by facsimile transmission during regular business hours (8:00 a.m.-4:30 p.m. CST or CDT Monday–Friday); or (c) served by email transmittal during regular business hours (8:00 a.m.-4:30 p.m. CST or CDT Monday– Friday), return receipt requested; or (d) served by certified or registered mail, return receipt requested, properly addressed with postage prepaid.

Notices served personally or by facsimile transmission shall be effective upon receipt, notices served by email shall be effective upon confirmation of delivery by electronic receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service. Each party may designate a new location for service of notices by serving notice thereof in accordance with the requirements of this Paragraph, and without compliance to the amendment procedures set forth in Paragraph 14.1, above.

22.0 WAIVER OF/FAILURE TO ENFORCE BREACH.

22.1 The parties agree that the waiver of, or failure to enforce, any breach of this AGREEMENT by the remaining party shall not be construed, or otherwise operate, as a waiver of any future breach of this AGREEMENT. Further the failure to enforce any particular breach shall not bar or prevent the remaining party from enforcing this AGREEMENT with respect to a different breach.

23.0 FORCE MAJEURE.

23.1 Neither party shall be liable for any delay or non-performance of their obligations caused by any contingency beyond their control including but not limited to Acts of God, war, civil unrest, strikes, walkouts, fires or natural disasters.

24.0 QUALIFICATIONS

24.1 The CONSULTANT shall employ only persons duly licensed or registered in the appropriate category in responsible charge of all elements of the work covered under this AGREEMENT, for which Illinois Statutes require license or registration, and further shall employ only well qualified persons in responsible charge of any elements of the work covered under this AGREEMENT, all subject to COUNTY approval. This provision shall also apply to any vendors used by the CONSULTANT in the performance of AGREEMENT-related work.

24.2 The CONSULTANT's key personnel specified in the AGREEMENT (Principal/Director) shall be considered essential to the work covered under this AGREEMENT. If for any reason, substitution of a key person becomes necessary, the CONSULTANT shall provide advance written notification of the substitution to the COUNTY. Such written notification shall include the proposed successor's name and resume of their qualifications. The COUNTY shall have the right to approve or reject the proposed successor.

- 24.3 Failure of the CONSULTANT to use qualified personnel to perform technical or professional service for any task, assignment or project related to this AGREEMENT shall be sufficient cause for the COUNTY to deny payment for services performed by unqualified personnel and will serve as a basis for an immediate termination of this AGREEMENT.
- 24.4 The CONSULTANT shall require any vendors utilized for AGREEMENT-related work to employ qualified persons to the same extent such qualifications are required of the CONSULTANT'S personnel. The COUNTY shall have the same rights under Paragraph 24.3, above, with respect to the CONSULTANT'S vendors being properly staffed while engaged in AGREEMENT-related work.

IN WITNESS OF, the parties set their hands and seals as of the date first written above.

COUNTY OF DUPAGE

CONSULTANT

BY: _____
Sarah Hunn, P.E.

BY: _____
Jenny Loewenstein

ATTEST:

ATTEST:

BY: _____
Jame Lock

BY _____
Veronica Ulreich
Veronica Ulreich

EXHIBIT A SCOPE OF SERVICES

This AGREEMENT is an on-call AGREEMENT that will have tasks assigned by the Director. These services may include the following:

- 1. Final Surveying** - Conduct field survey as needed for the preparation of final design plans, specifications, contract documents, and plats of survey for the recommended improvements. Determine the locations and elevations of utilities, physical structures, pavements and other pertinent items (to be placed on final engineering plans). The COUNTY will provide digital two-foot topographic maps. A minimum of two permanent benchmarks are to be established within the project site for future use. Descriptions of the permanent benchmarks shall be included on the final plan set. All benchmarks shall be tied into the DuPage County system of benchmarks.
- 2. Final Stormwater Modeling** - Develop final hydrologic/hydraulic computer model as necessary for final permitting requirements. Simulations shall be run for both existing and proposed 'final design' conditions. The modeling method to be utilized shall be approved by DuPage County staff prior to commencement of services. If necessary, for the evaluation of the final design, a downstream hydraulic analysis will be required to evaluate potential impacts to downstream properties.
- 3. Wetland Report & Analysis** – Develop wetland report detailing potential wetland impacts and required wetland avoidance arguments per the requirements set forth by the County of DuPage and the U.S. Army Corp of Engineers. If project is located in close vicinity to regulatory wetlands, all required wetland field services will be included in the project scope. Only wetland firms previously approved by the County of DuPage will be allowed to serve as subconsultants on project design.
- 4. Final Permitting** - Prepare and submit the necessary plans and permit applications to the appropriate agencies. These may include but not be limited to the following: The US Army Corps of Engineers, DuPage County Stormwater Management, DuPage County DOT, DuPage County Forest Preserve District, The Illinois Department of Conservation, The Illinois EPA, Illinois Department of Natural Resources, IDOT–Bureau of Roads, IDOT-Bureau of Hydraulics, and the Federal Emergency Management Agency. The CONSULTANT shall be required to obtain all permits necessary for the construction of the final project design, unless explicitly directed otherwise in writing by the COUNTY.
- 5. Final Engineering Plans, Construction Specifications, and Contract Documents** -
Final Engineering Plans and Construction Specifications:
Resolve design issues and prepare final construction level engineering drawings and construction specifications for the bidding and construction of the proposed improvements. The engineering plans shall generally consist of plan and profile view drawings of the proposed improvements to a scale agreed upon with County staff, a project location map, general construction notes, a traffic control plan, an erosion control plan, a legend describing the symbols used, a summary of quantities, detailed drawings of proposed service items and methods, and cross sections at appropriate locations. For each item of the proposed improvements, the CONSULTANT shall be required to prepare detailed construction specifications describing the services to be done to complete the item, material requirements, construction requirements, testing requirements, method of measurement, and basis for payment. Final engineering plans and specifications shall be signed and sealed by a registered Professional Engineer licensed to do business in the State of Illinois.

Contract Documents:

Prepare necessary bidding and contract documents required for the bidding and construction of the proposed improvements. The bidding and contract documents shall generally consist of the invitation to bid, instructions to bidders, bid form, general conditions of the contract, special provisions, contract construction forms and all other contents of the project contract document manual. The COUNTY will provide the General Conditions of the Contract upon which the contract documents shall be based. In addition, the COUNTY will provide the invitation to bid, instructions to bidders, bid form, and contract construction forms to the consultant in electronic format. These items will require modification by the CONSULTANT to correspond with the final design submitted by the CONSULTANT. Special provisions shall be provided by the CONSULTANT for items not covered by the specifications or other parts of the contract documents.

6. Project Progress Meetings and Review of Deliverables – The CONSULTANT shall attend to a project kickoff meeting and a 50 percent complete design review meeting with the County staff. The CONSULTANT must address all design review comments submitted by the County. The CONSULTANT must deliver 90 percent complete design drawings and specifications to the County for review and comments prior to finalizing the Contract Documents. All site surveying, stormwater modeling, wetland delineation and permits, easements, site benchmark and utility information must be completed prior to the 90 percent design review by the County.

7. Bidding and Construction Support - Provide assistance during the bidding process including preparing any necessary addendum's, drawings, and/or specifications. The CONSULTANT may be required to be present at a pre-bid meeting (at a time and location to be arranged by the COUNTY) to answer technical questions regarding the project. Provide engineering services for any changes or clarifications required in the field as a result of any unforeseen conditions outside of the scope of this contract. Additional engineering services required due to professional errors or omissions shall be provided by the CONSULTANT at no cost to the COUNTY.

EXHIBIT B DELIVERABLES

The following deliverables are indicative of the deliverables that may be requested by the COUNTY under the terms of this AGREEMENT. This contract is an on-call AGREEMENT with deliverables specified by County staff. These may include:

1. Project support documentation
2. Meeting minutes
3. Correspondence (third party)
4. Survey information including:
 - Cross-section plots
 - Location map plotted on County topographic maps
 - Sketches of hydraulic structures
 - Computer input/output
 - Photographs of existing conditions
5. Existing stormwater conveyance system maps
6. Local watershed map
7. Horizontal and vertical control point map
8. Horizontal and vertical control point descriptions
9. Hydrologic model input and output files (hard copy and computer disk)
10. Hydraulic model input and output files (hard copy and computer disk)
11. Exhibits and props for public, committee, and County Board presentations
12. Construction level engineering plans, construction specifications, and contract documents (including one full set of plans on velum, or approved equal)
13. Utility maps (phone, sewer, electric, cable, water, gas, private utilities, etc.).
14. DuPage County stormwater management permit
15. All other necessary permits
16. Plat of easement exhibits for all required temporary and permanent easements
17. Engineer's cost estimate for the construction of the proposed improvements
18. Geotechnical report (prepared by approved subconsultant) detailing all analysis completed for the project

The COUNTY will provide the following materials for use with this project:

1. Assistance in public, committee, and County Board presentations
2. Guidance in establishing design criteria
3. Guidance in preparation of engineering plans, construction specifications, and contract documents
4. Electronic copies of the general conditions of the contract, the invitation to bid, instructions to bidders, bid forms, and contract construction forms
5. Guidance in establishing Specifications format
6. Guidance in selecting design materials
7. Electronic topography for project site area.
8. Copies of all requested aerial photography.

EXHIBIT C
SCHEDULE OF HOURLY RATES FOR CONSULTANT STAFF

The CONSULTANT will bill the COUNTY for all tasks, assignments and work performed in accordance with the following schedule of Fees and Hourly Rates, as applicable.

Contigo Engineering, PLLC
STANDARD 2.8 MULTIPLIER CHARGES FOR PROFESSIONAL SERVICES

| Labor Classification | Calendar Year 2026 | | Calendar Year 2027 | |
|-------------------------|--------------------|-----------|--------------------|-----------|
| | Min. Rate | Max. Rate | Min. Rate | Max. Rate |
| Principal Engineer | \$ 190.40 | \$ 214.90 | \$ 196.11 | \$ 221.35 |
| Project Manager | \$ 149.10 | \$ 168.00 | \$ 153.57 | \$ 173.04 |
| Senior Project Engineer | \$ 119.00 | \$ 137.20 | \$ 122.57 | \$ 141.32 |
| Project Engineer | \$ 104.30 | \$ 119.00 | \$ 107.43 | \$ 122.57 |
| Design Engineer | \$ 102.20 | \$ 107.80 | \$ 105.27 | \$ 111.03 |
| Technician | \$ 92.40 | \$ 105.70 | \$ 95.17 | \$ 108.87 |
| GIS Specialist | \$ 106.40 | \$ 120.40 | \$ 109.59 | \$ 124.01 |
| Administrative | \$ 82.60 | \$ 95.20 | \$ 85.08 | \$ 98.06 |
| QA/QC Support | \$ 103.60 | \$ 119.00 | \$ 106.71 | \$ 122.57 |

Contigo Engineering Staff Name and Labor Classification

Jennifer Loewenstein, P.E., CFM – Principal Engineer

Adrinne Stockhausen, P.E. – Senior Project Engineer



**2026 Environmental
Fee Schedule**

A3 Environmental Consultants
3030 Warrenville Rd, Suite 418
Lisle, IL 60532
T: 888.405.1742 | A3E.com

| Description | Unit | 2.8 Multiplier Range |
|---|------|----------------------|
| Principal/Corporate Consultant | Hour | \$ 166.92 - \$175.27 |
| Director of Environmental Services/Operations | Hour | \$ 161.54 - \$169.61 |
| Senior Project Manager | Hour | \$ 124.79 - \$131.03 |
| CADD/GIS Manager | Hour | \$ 113.08 - \$118.73 |
| Project Manager | Hour | \$ 94.98 - \$ 99.73 |
| Staff Scientist | Hour | \$ 90.82 - \$ 95.36 |
| Associate Ecologist | Hour | \$ 85.34 - \$ 89.61 |
| Ecological Restoration Technician | Hour | \$ 67.20 - \$ 70.56 |
| CADD/GIS | Hour | \$ 81.11 - \$ 85.17 |
| Project Coordinator/Clerical/Admin | Hour | \$ 86.66 - \$ 90.99 |
| Senior Administrator | Hour | \$ 102.48 - \$107.60 |



Technology Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: TE-P-0001-26

Agenda Date: 1/20/2026

Agenda #: 11.A.

AWARDING RESOLUTION ISSUED TO
ACCELA, INC.
FOR MANAGED APPLICATION SERVICES
FOR BUILDING & ZONING, DIVISION OF TRANSPORTATION,
STORMWATER MANAGEMENT, AND PUBLIC WORKS
(CONTRACT TOTAL NOT TO EXCEED \$203,674.38)

WHEREAS, a sole source quotation has been obtained in accordance with Board policy; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Accela, Inc., for managed application services for Building & Zoning, Division of Transportation, Stormwater, and Public Works departments, for the period of February 21, 2026 through February 20, 2027.

NOW, THEREFORE BE IT RESOLVED, that said contract for managed application services for Building & Zoning, Division of Transportation, Stormwater, and Public Works departments, for the period of February 21, 2026 through February 20, 2027, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Accela, Inc., 4375 Solutions Center, Chicago, IL 60677, for a contract total amount not to exceed \$203,674.38. Pursuant to 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole provider - Accela is the sole provider for this software application.)

Enacted and approved this 27th day of January, 2026, at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

| SECTION 1: DESCRIPTION | | | |
|--|--|--|---|
| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: 26-0226 | RFP, BID, QUOTE OR RENEWAL #: Quote #Q-35816 | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$203,674.38 |
| COMMITTEE: TECHNOLOGY | TARGET COMMITTEE DATE: 01/20/2026 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$203,674.38 |
| | CURRENT TERM TOTAL COST: \$203,674.38 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Accela, Inc. | VENDOR #: 23818 | DEPT: Building & Zoning | DEPT CONTACT NAME: Jim Stran |
| VENDOR CONTACT: Caitlin Carter | VENDOR CONTACT PHONE: (925) 359-3411 | DEPT CONTACT PHONE #: 630-407-6700 | DEPT CONTACT EMAIL: jim.stran@dupagecounty.gov |
| VENDOR CONTACT EMAIL: ccarter@accela.com | VENDOR WEBSITE: accelac.com | DEPT REQ #: | |
| <i>Overview</i> | | | |
| DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Annual Accela Managed Application Services in support of the county's Accela Permitting Processing System for the Building & Zoning, Transportation, Stormwater, and Public Works departments. Sole source. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This managed service will provide knowledgeable professional services in order to support County departments and staff with the Accela permitting application within the "live production software environment". | | | |

| SECTION 2: DECISION MEMO REQUIREMENTS | |
|--|---|
| DECISION MEMO NOT REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4) |
| DECISION MEMO REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. |

| SECTION 3: DECISION MEMO | |
|-------------------------------------|--|
| SOURCE SELECTION | Describe method used to select source. |
| RECOMMENDATION AND TWO ALTERNATIVES | Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). |

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

| | |
|--------------------------------------|---|
| JUSTIFICATION | Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE |
| NECESSITY AND UNIQUE FEATURES | Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. Accela is the sole provider for this software application and will be working with county staff on changes and enhancements to improve the county's permitting system and workflows. |
| MARKET TESTING | List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. Accela is a proprietary system. |
| AVAILABILITY | Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. Accela is a proprietary system. |

SECTION 5: Purchase Requisition Information

| | | | |
|-------------------------------------|------------------------------|---|---|
| <i>Send Purchase Order To:</i> | | <i>Send Invoices To:</i> | |
| Vendor: Accela, Inc. | Vendor#: 23818 | Dept: IT | Division: |
| Attn: Caitlin Carter | Email: ccarter@accela.com | Attn: Sarah Godzicki | Email: ITAP@dupagecounty.gov |
| Address: 9110 Alcosta Blvd | City: San Ramon | Address: 421 N. County Farm Road | City: Wheaton |
| State: CA | Zip: 94583 | State: IL | Zip: 60187 |
| Phone: 925-359-3411 | Fax: | Phone: 630-407-5037 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Accela, Inc. | Vendor#: 23818 | Dept: Building & Zoning | Division: |
| Attn: Caitlin Carter | Email: ccarter@accela.com | Attn: Jim Stran | Email: jjim.stran@dupagecounty.gov |
| Address: P.O. Box 208298 | City: Dallas | Address: 421 N. County Farm Road | City: Wheaton |
| State: TX | Zip: 75320-8298 | State: IL | Zip: 60187 |
| Phone: (925) 359-3334 | Fax: | Phone: 630-407-6700 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Feb 21, 2026 | Contract End Date (PO25): Feb 20, 2027 |

Purchase Requisition Line Details

| LN | Qty | UOM | Item Detail (Product #) | Description | FY | Company | AU | Acct Code | Sub-Accts/Activity Code | Unit Price | Extension |
|--|-----|-----|-------------------------|---|------|---------|------|-----------|-------------------------|-------------------|---------------|
| 1 | 1 | EA | | Accela Managed Application Services - B&Z | FY26 | 1100 | 2810 | 53020 | | 128,149.38 | 128,149.38 |
| 2 | 1 | EA | | Accela Managed Application Services - DOT | FY26 | 1500 | 3500 | 53020 | | 34,000.00 | 34,000.00 |
| 3 | 1 | EA | | Accela Managed Application Services - SW | FY26 | 1600 | 3000 | 53020 | | 25,000.00 | 25,000.00 |
| 4 | 1 | EA | | Accela Managed Application Services - PW | FY26 | 2000 | 2665 | 53020 | | 16,525.00 | 16,525.00 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 203,674.38 |

| <i>Comments</i> | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to Sarah Godzicki and CC when sending to vendor. |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |

November 25, 2025

DuPage County, IL
ATTN: Sarah Godzicki
421 N County Farm Rd
Wheaton, IL 60187

Re: Sole Source Status

Dear Sarah:

Please allow me to offer the following information to clarify the source status of Accela, Inc.'s ("Accela") products and services. Accela, as owner and software manufacturer of Accela software products and services, is the sole source provider of technical support and maintenance for all Accela software products and services licensed to DuPage County, including Managed Application Services. No third-party vendor, company, or entity is authorized to develop new features for, provide development services for, or to maintain these products and services.

If you have any questions or concerns, please contact Madina Sharifi via email at msharifi@accela.com.

Sincerely,

Signature on File

Michael E. Gigliello
Controller



9110 Alcosta Blvd, Suite H #3030
San Ramon, CA, 94583

Proposed by: Conor Redin
Contact Phone:
Contact Email: credin@accela.com
Quote ID: Q-35816
Valid Through: 1/28/2026
Currency: USD

Renewal Order Form

Address Information

Bill To:

DuPage County
421 N. County Farm Road
Wheaton, Illinois, 60187
United States

Ship To:

DuPage County
421 N. County Farm Road
Wheaton, Illinois 60187
United States

Billing Name: Jim Stran
Billing Phone: 6304076700
Billing Email: jim.stran@dupageco.org

| Services | Year | Start Date | End Date | Term (Months) | Price | Qty | Net Total |
|------------------------------|--------|------------|------------|---------------|--------------|-----|--------------|
| Managed Application Services | Year 1 | 02/21/2026 | 02/20/2027 | 12 | \$203,674.38 | 1 | \$203,674.38 |
| TOTAL: | | | | | | | \$203,674.38 |

Pricing Summary

| Period | Net Total |
|--------------|---------------------|
| Year 1 | \$203,674.38 |
| Total | \$203,674.38 |

Renewal Terms/Information:

- Notwithstanding anything to the contrary, this Order Form is governed by the terms and conditions in the (1) Accela Subscription Services Agreement, dated June 16, 2025, as thereafter amended (where applicable) for Subscription Services, (2) Enhanced Reporting Database (ERD) Policy at www.accela.com/terms/ for ERD, and (3) Managed Application Services (MAS) Policy at www.accela.com/terms/ for MAS (collectively, the "Agreement").
- No additional or conflicting terms or conditions stated in Customer's order documentation, including, without limitation, purchase orders, will be incorporated into or form any part of this Order Form or the governing agreement, and all such terms or conditions will be null and void.
- For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.
- Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not

listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase.

5. All Software Licenses, Maintenance, and Subscription purchases are non-cancelable and non-refundable.
6. Pricing is based upon payment by ACH and check. Payment by credit card (including Purchase Cards) for product and services in this Order Form will be subject to a service charge of 3%. There is no service charge for ACH or check payment.
7. Customer may purchase additional licenses at the same price and for the same term as the licenses in this Order Form. Additional licenses purchased in this way will have the same annual price applicable for the purchase period and will have the same uplift and term dates as Customer's existing licenses.

| Signatures | |
|---------------------|------------------------------------|
| Accela, Inc. | Customer |
| Signature: | Signature: |
| Print Name: | Print Name: Richard Burnson |
| Title: | Title: Deputy CIO |
| Date: | Date: |



Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Jan 8, 2026

Bid/Contract/PO #: _____

| | |
|------------------------------------|--|
| Company Name: <u>Accela, Inc.</u> | Company Contact: <u>Accela Legal</u> |
| Contact Phone: <u>925-659-3200</u> | Contact Email: <u>notices@accela.com</u> |

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

NONE (check here) - If no contributions have been made

| Recipient | Donor | Description (e.g. cash, type of item, in-kind services, etc.) | Amount/Value | Date Made |
|-----------|-------|---|--------------|-----------|
| | | | | |

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

| Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid | Telephone | Email |
|--|-----------|-------|
| | | |

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Signature on File

Authorized Signature _____

Printed Name

Michael E Gigliello

Title

Controller

Date

Jan-08-2026

Attach additional sheets if necessary. Sign each sheet and number each page. Page _____ of _____ (total number of pages)