



# Decision Memo

## Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: May 28, 2024

File ID #: \_\_\_\_\_

Purchase Order #: 3731-1-SERV

Requesting Department: Division of Transportation	Department Contact: Theresa Smith
Contact Email: <a href="mailto:theresa.smith@dupagecounty.gov">theresa.smith@dupagecounty.gov</a>	Contact Phone: 6900
Vendor Name: American Survey & Engineering, P.C.	Vendor #: 13234

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

The professional right-of-way negotiation service contract 3731-1-SERV issued to American Survey & Engineering, P.C., expires on June 30, 2024. An extension of time until May 31, 2025 is recommended.

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

The Division of Transportation (DOT) retained American Survey & Engineering, P.C. to provide professional right-of-way negotiation services for DOT projects on an as-needed basis. ASE is negotiating right-of-way acquisition for the Lemont Road (87th to 83rd) project with several parcels remaining unsecured.

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

The DOT only selects firms that are pre-qualified in accordance with IDOT guidelines. Requests for Statements of Interest were sent to firms throughout the industry. Statements of Interest were received from 8 firms. The DOT reviewed each submittal taking into consideration the qualifications of the firm and any subconsultants, experience of key personnel, understanding of the project and experience on similar projects. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by American Surveying & Engineering, P.C. is most qualified and has the staff available to perform the work on behalf of the County.

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

An extension of time to May 31, 2025 with no change in the contract amount is the recommended course of action since American Surveying & Engineering, P.C. has completed the work to date in a satisfactory and timely manner. American is in the best position to continue to provide right-of-way negotiation services for this project at the lowest cost to the County. Terminating this contract and soliciting proposals for a new contract would be counter-productive and more costly.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

No change in contract encumbrance.