



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: Jul 16, 2024

File ID #: _____

Purchase Order #: 6527-001-SERV

Requesting Department: Stormwater Management	Department Contact: Jamie Lock
Contact Email: jamie.lock@dupagecounty.gov	Contact Phone: 630-407-6705
Vendor Name: Hey & Associates, Inc.	Vendor #: 10705

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

Increase in contract amount of \$48,205.00, for a new contract total of \$133,205.00

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

Staff continues to work with the consultant on final design of several projects identified to use current available State and Federal Funding. During the design and permitting process, additional tasks have been required by the regulatory agencies, requiring additional time, effort, and deliverables for these projects.

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

This contract was vetted based on the County's Qualified Based Selection (QBS) process, which allows for Professional Services to be vetted through an open and transparent process. Requests for Statements of Qualifications were sent to firms throughout the industry. Statements of Interest were received and reviewed. Stormwater staff utilized an evaluation team to review and rank firms, taking into consideration the qualifications of the firm, experience of key personnel, and understanding of unique stormwater scope of services. Full Request for Qualifications were then required from four (4) firms. Staff again utilized an evaluation team to review the firms, taking into consideration the understanding of the project and key considerations, strategies to ensure timely completion of the project, experience with similar projects, and experience of key team members. Stormwater staff determined that Hey & Associates, Inc. is capable of providing the necessary services for this contract.

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

- 1) Approve increase in contract to Hey & Associates, a full service engineering firm, to complete the design and permitting of several stormwater management projects.
- 2) Hire another firm. This is not recommended, since additional time and money would need to be spent for a new consultant to learn what has already been completed.
- 3) Take no action. This is not recommended, as minimal progress would be made to address streambank stabilization projects countywide.

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.

FY24 - \$48,205.00, 1600-3000-53010