



Decision Memo

Procurement Services Division

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

Date: Oct 15, 2024

File ID #: _____

Purchase Order #: 6369-0001-SERV

Requesting Department: Stormwater Management	Department Contact: Jamie Lock
Contact Email: jamie.lock@dupagecounty.gov	Contact Phone: 630-407-6705
Vendor Name: Robinson Engineering, Ltd	Vendor #: 30232

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

Contract Extension, with no change in the contract amount.

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

The consultant continues to work with Stormwater Management staff on important deliverables associated with the County's stormwater facilities. Additional time is needed to assist the department with facility evaluations and bid documents.

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 from 5 firms and stormwater staff determined that Robinson has the most qualified staff based on the information received to perform necessary services.

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

Staff recommends the time extension in order to ensure successful and timely completion of ongoing initiatives of the Stormwater Management Department related to the County's flood control facilities. If the time extension is not granted, a new contract will need to be vetted, causing unnecessary delay and overhead costs to select a new firm.

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.

FY 2025 - \$50,000 (1600-3000-53010)