



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 20, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation	Department Contact: Maryanne Sioson
Contact Email: Maryanne.Sioson@dupagecounty.gov	Contact Phone: 6900
Vendor Name: Singh & Associates, Inc.	Vendor #: 38961

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 Traffic Signal Design Engineering Services, (Various Locations) contract 5635-1-SERV with Singh & Associates, Inc. Section# 21-TSENG-03-EG expires November 30, 2023. An extension of time until June 30, 2025 is recommended.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
 Extension is necessary to continue and complete work on multiple open work orders.

Strategic Impact
 Financial Planning Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.
 In order to complete this project, it will be more cost effective to continue to utilize Singh & Associates, Inc. They are in the best position to complete the project at the lowest cost to the County.

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 16 firms. Based on the review of the Statements of Interest, 3 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the firm's understanding of the project, staffing approach and plan to ensure sufficient resources to cover multiple projects, experience on similar projects and experience of key personnel. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Singh & Associates was the most qualified and had 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 June 30, 2025 with no change in the contract amount is the recommended course of action since Singh & Associates, Inc. has completed the work to date in a satisfactory and timely manner. Singh & Associates, Inc. is in the best position to continue to provide the traffic signal design engineering for this project at the lowest cost to the County. Terminating this contract and soliciting proposals for a new contract would delay the work and result in higher costs.

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 the contract encumbrance.