



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: Nov 6, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: DuPage County Public Works	Department Contact: Sean Reese
Contact Email: Sean.reese@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: Fehr Graham & Associates	Vendor #: 38645

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

Approve contract extension to January 31, 2027 for construction management services correlated to the Woodridge Greene Valley Wastewater Treatment Phase 1 Improvement Project.

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

A contract time extension to January 31, 2027 is necessary to complete RFI review and construction management services on the Phase 1 Improvement Project that is currently underway at the Woodridge Greene Valley Wastewater Treatment Plant. Fehr Graham & Associates provided design engineering on the project and is providing construction management engineering services related to the Phase 1 Improvement Project at the Woodridge Greene Valley Wastewater Treatment Plant.

Strategic Impact

Quality of Life

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Construction management engineering services through Fehr Graham is utilized on to review RFI's and engineering questions, manage the construction project and ensure that the contractor is submitting the appropriate documentation. The improvements assist in continued rehabilitation of the existing facilities and will improve the plant screening process, grit removal process, and aeration process.

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

A request for a statement of interest from qualified firms was posted. DCPW received 9 SOI's and completed a consultant evaluation to rank the firms. Through the process, it was determined that Fehr Graham & Associates. was the top firm based on their experience in the services that are needed.

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

1. Approve contract time extension to January 31, 2027.
2. Do not approve the time extension. Not recommended due to the construction of the phase 1 improvement project already being underway.
3. Do not approve the time extension and go back out for another QBS posting. Not recommended due to the firms experience in designing the project, as well as upgrading and modernizing the wastewater treatment plants in order to maintain parameters set with EPA regulations.

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.

Time extension only. No change in contract total.