



# 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 13, 2024

MinuteTraq (IQM2) ID #: 24-1533

Department Requisition #: 1600-2302

Requesting Department: Stormwater Management	Department Contact: Christine Klepp
Contact Email: klepp@dupagecounty.gov	Contact Phone: 630-407-6708
Vendor Name: Engineering Resource Associates	Vendor #: 10903

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

Approval of the attached change order with Engineering Resource Associates for additional contract time. The contract time would be extended from June 30, 2024 until June 30, 2025. Exhibit C has also been updated to reflect a change in billing rates.

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

Tasks have been assigned under this contract on an as-needed basis. Most of the work tasks assigned to date include updates to hydraulic models where we know changes have occurred since the effective FEMA floodplain map date of August 1, 2019. Other assigned tasks include GIS mapping activities. This outside assistance has helped augment the workload already assigned to in-house staff.

### Strategic Impact

ACT Initiative

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

Updates will help to address outstanding concerns from communities and others regarding DuPage County's FIRM with an effective date of August 1, 2019. Assistance with GIS floodplain mapping will allow staff to prepare and submit the necessary documentation to FEMA for any map revision.

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

Does not apply. The consultant is currently under contract with the County.

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

Option 1: Extend the contract with Engineering Resource Associates so that the current tasks identified within the agreement can be completed.

Option 2: Hire another consultant. This option would be highly inefficient since certain tasks are already being performed under the current contract.

**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.

FY2024: \$34,866.12

FY2025: \$25,000.00

No increase in contract total